TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 21ST JULY, 1977
AT 5. 00 P.M.

A G E N D A

1. Apologies for absence.
2. Confirmation of minutes of meeting held on 16.6.1977.
3. Matters arising from minutes.
4. Correspondence
5. General Business:-
   - (i) Leasing of Tea Room and Kiosk
   - (ii) Report on Annual General Meeting of the Friends of Vaucluse House. (Vice-President)
6. Reports of Sub-Committees:
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum
7. Secretary/Manager's Report
8. Finance

   Accounts paid since the last Recoupment Summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested
9. Any other business.

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE HISTORIC SITE ON THURSDAY, 21ST JULY, 1977

PRESENT: Mr. M.D. Finlay — President (in the chair)
Mr. R. Rowe
Mr. E.C. Colman
Mrs. H.A.R. Snelling — Trustee Elect

IN ATTENDANCE:
Mr. A.E. Hobson — Secretary/Manager

APOLOGIES FOR ABSENCE:

Apologies had been received from Trustees Doyle, Cook, Nolan and Counsellor Snelling.

The Secretary/Manager advised that as 50% of gazetted Trustees were present and Mr. Nolan had given his proxy to Mrs. H.A.R. Snelling a quorum existed in accordance with the terms of Schedule 6 Section 7 (1) of the National Parks and Wildlife Act of 1974 and Clause 3 of the Site By-Laws.

The President then declared that the business of the meeting could proceed.

MINUTES:

The minutes of the last meeting were confirmed.

MATTERS ARISING:

The Secretary/Manager advised that Roy Harrison Pty. Ltd. had satisfactorily completed the installation of flood lighting in the coach-house.

It was noted that work on the restoration of the Great Kitchen had commenced under the supervision of the architect, Mr. Clive Lucas. The Secretary/Manager advised that after discussions with Mr. Lucas he would like to recommend that whilst the kitchen is being restored, consideration should be given to installing stage 2 of the electro-osmotic damp proofing system in the kitchen block detailed in the Drystat report of 2.2.1977. At the same time it was also recommended that all required new lighting should be installed in the kitchen and all obsolete wiring should be renewed and the controls be hidden from public view just inside the doorway leading upstairs to the Secretary/Manager's flat.

It was unanimously agreed that the foregoing recommendation be accepted and the Secretary/Manager was instructed as follows:

(a) Call for a quotation from Drystat Pty. Ltd , for the installation of an electro-osmosis system in the kitchen block.

(b) Ask Mr. Lucas to draw up a lighting plan and specification for the kitchen block. When

these are received, quotations to be obtained from Roy Harrison & Co. Pty. Ltd., and D. Cameron and Company, electrical contractors.

The President then commented on the necessity of cohesion in the planning of restorations so that all work required in a particular area is done in an orderly manner, thus ensuring that when an area is restored no further work will be required for many years to come. He was pleased to note the close liason existing between Mr. Lucas and the Secretary/Manager in respect of the kitchen restorations and considered it imperative that this should continue so that the Trust gets full value for the annual retainer fee paid to the architect.

The Secretary/Manager assured the meeting that since Mr. Lucas had been retained no restoration work had been carried out without his advice, supervision and approval and in general all work was being done in accordance with the recommendations contained in the architect's two reports of 1974 and 1975.

However, as restorations proceeded, Mr. Lucas had mentioned that some of his original recommendations, in certain details, needed revision, as we were discovering things which had not at that time been apparent. For example, now that the architraves around the kitchen windows had been removed there was very strong evidence that originally no architraves had been fitted, but that the corners had been finished to a staff moulding. In circumstances such as these he considered that the architect should be empowered to alter plans and proceed accordingly.

Members present agreed that the architect should be so empowered and instructed the Secretary/Manager to advise Mr. Lucas accordingly. The Secretary/Manager would inform the Trustees of any such alterations in his monthly report.

The return of Mr. and Mrs. Yelland from their overseas vacation was noted and Trustees were happy to know that Mr. Yelland was continuing with his work in the Museum Section in co-operation with Mr. Snelling.

The Secretary/Manager advised that Mrs. Snelling had approved the design for the tea-towel and an order for 1,000 had been placed with Summit Souvenirs.

CORRESPONDENCE:

A letter from Mr. M Herford resigning his position as a Trustee was read. As overtures made by Trustees asking Mr. Herford to re-consider the matter had not been successful, his resignation was formally accepted. It was resolved that the President would write on behalf of the Trust thanking Mr. Herford for his services and that the Secretary/Manager would officially advise the Director

of the Service of the Trust's acceptance of the resignation.

A letter from Mr. Colman requesting leave of absence from 15th August to 16th November was read. Leave of absence was granted and the Trustees present expressed the hope that Mr. and Mrs Colman would have a most enjoyable holiday in Europe which would include a visit to Fontaine-de-Vaucluse in the south of France.

A letter from the Commissioner of Police was received with satisfaction and it was noted that Detective-Sergeant Heatherington of Rose Bay Police station had been put in charge of investigations relating to the theft of bamboo from the beach paddock. He had already taken official statements from the Secretary/Manager and Park Worker Tony Simpson.

Correspondence forwarded by the Vice-President relating to the parking of coaches in Olola Avenue was received and itwas noted with satisfaction that the Minister for Transport and Highways opposed any restriction on the parking of coaches in Olola Avenue and that the Police Superintendent of Traffic had only called for the co-operation of the coach companies in minimizing any traffic hazard by parking to the north of the Olola Avenue entrance and switching off air-conditioners to avoid annoyance to occupants of adjacent houses.

A letter was read from a Mr. Walker, a picture restorer recommended by Mr. P. Cook, advising that he could not undertake restoration work on our large oil paintings. In the circumstances, the Secretary/Manager was authorised to look elsewhere for a competent restorer.

A letter from Drystat Pty. Ltd., enclosing the 20 year warranty on the recently installed electro-osmosis system was received and accepted.

GENERAL BUSINESS:

(1) The meeting received with satisfaction a letter from Michael Avenell Pty, Limited indicating their approval of amendments to the proposed lease providing there was a suitable alteration to Clause 59 concerning the glazing of the eastern side of the tea-room and the possible installation of toilets adjacent to the proposed diningroom. After some discussion it was agreed that deletion of this clause should be recommended to the Director and that the apportioning of costs, should this work proceed, at a future date, be a matter for negotiation between the Trust, the Service and the lessees.

The Secretary/Manager was instructed to advise the Director accordingly.

(2) In the unavoidable absence of the Vice-President, the President reported briefly on the Annual General Meeting of the "Friends". Although the attendance figures were somewhat lower than in previous years, it had been an excellent meeting. Nevertheless.. the President considered that the "Friends" mailing list needed checking as he knew of one or two financial members who had not received notice papers.

It was noted that Mr. A.E. Cramer-Roberts had been elected as Chairman of the "Friends"; the President would write a suitable congratulatory letter to Mr. Cramer-Roberts and the new committee. The President's remarks were endorsed by the meeting.

REPORTS OF SUB-COMMITTEES

(i) House

The report, planning certain expenditures over the next six months, which had been circulated with the minutes, was approved by the meeting. It was recommended that where restorations were involved, the order of precedence should be discussed with the Consultant Architect.

In respect of external restorations the Secretary/Manager felt that, in view of the excellent work being done at Greycliffe House by the Public Works Department, consideration should be given to inviting them to tender for the repair and restoration of the battlements.

The meeting signified their approval of this suggestion. Mr. Colman said that he had dealt with a very helpful architect, employed by the Public Works Department, in the past. He would look up his name and advise the Secretary/Manager. (Since advised as a Mr. Kenneth Thirsk).

The Secretary/Manager was instructed to contact Mr. Peter Webber and the Government Architect with a view to involving them in these restorations.

(2) Legal and Public Relations

All pertinent matters had been dealt with under General Business.

(3) Grounds

The Convenor, Mr. Colman commented on the situation reported by the Secretary/Manager concerning Mr. R.C. Clark's work on the cottonwood trees in the south paddock and advised that the matter had been satisfactorily resolved. The President thanked Mr. Colman for the time he had given to dealing with the problem.

(4) Museum

In the absence of Mr. Snelling the Secretary/Manager advised that good progress was being made by Messrs. Yelland and Snelling in the preparation of the Wentworth Room.

SECRETARY/MANAGER'S REPORT

As all matters raised in the circulated report had already been dealt with it was formally approved.

FINANCE

The financial report was formally approved.

In view of the resignation of Mr. Herford, it was unanimously resolved that Mr. William Nolan be asked to accept the position of Treasurer.

Recoup summaries 79 to 94 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS

The Secretary/Manager sought approval for obtaining a quotation from Drystat Pty. Ltd. for the lining of the planter boxes in the courtyard with an impervious membrane, as suggested in Mr. Greenup's report of February, 1977. Approval was given.

There being no further business to discuss, the President declared the meeting closed at 6.55p.m.

Signed as a true record

President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

Report for July, 1977

FROM: Secretary/Manager TO: The Trustees

STAFF

Mr. J. Kennedy - house attendant resumed his duties on 25th July, 1977

Mrs. Jean O'Connor, desk clerk will commence 3 weeks leave on 25.8.1977. During her absence her duties will be carried out by Mrs. Hobson.

Mr. J. Kearney will take 2 weeks leave commencing on 29.8.1977.

Mrs. J. Kearney will also commence leave on 29.8.1977. During her absence Mrs. I. Powell will carry out the duties of housekeeper.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

Mr. J. Andrew the plasterer has completed the application of the salt absorbing plaster poultice to all walls which have had the electro-osmotic dsmp control system installed.

Drystat technicians have visited the House twice to check the system and the results show that drying out of the walls has already started. The Department of Works laboratory is also monitoring the system independently of Drystat.

The plasterer has also completed the repair of the ceiling in the Boys' bedroom.

Restoration of the kitchen has been temporarily held up due to the carpenter, Mr. Ivor Wilson breaking his right ankle. He has however, managed to visit the House for a few hours to compile a bill of quantities for the ordering of timber and special mouldings for the kitchen. I understand he will be having the plaster removed in the near future and hopes to return to work shortly afterwards.

Mr. Clive Lucas has, as requested, provided an electrical wiring plan for the kitchen and I will be calling for tenders from Harrison's and Cameron's.

Miss Jones, Picture Librarian, and Mr. Nielsen, Chief Conservator of the Mitchell Library visited the House on the 26th July to carry out the annual inspection of the pictures we have on loan from the Library. They expressed themselves very satisfied with the condition of the pictures. Mr. Nielsen will however, shortly collect the oil painting "Burke and Wills arriving at Flinders River - 1841" for restoration. It has been in the House since 1933 and has not previously been restored or indeed catalogued. Since their visit I have received a letter from Miss Suzanne Mourot answering a few queries I made with Miss Jones and this will be tabled in "Correspondence" at the next meeting. Mr. Nielsen has also offered, with the approval of the Mitchell Library, to restore and/or clean any pictures belonging to the Trust. He did some work for us eighteen months ago including restoration of our Conrad Martens in the morning room. His work is of a high standard and his charges are most reasonable. I

have put this matter down for discussion under item (iii) of General Business in the Agenda.

VAUCLUSE PARK

Mr. R. Clark has completed his work on the "cottonwood" trees in the south paddock in accordance with instructions laid down by Mr. Colman. The forestry team from the Service then felled the main trunks of the tree adjacent to the Laura Walk bridge. Our own staff are now engaged in final clearing up operations.

Clark's invoice for the work was not satisfactory in my opinion, and therefore, after discussions with Mr. Colman it was returned, under cover of a letter, for amendment and re-submission. I will table the copy of my letter at the next meeting.

Despite the lack of rain the gardens are in good condition, the first daffodils are flowering and by the end of the month we should have a good show of a variety of flowers in the beds. The camellias have been particularly good this year.

GENERAL

In the early hours of Friday morning, 5th August, there was an attempted "break-in" via the eastern verandah window of the morning room, but the culprit appears to have been scared off, probably by the barking of my dog as the damage to the shutters was negligble. Although badly bent the hasp was still holding and the padlock intact. A small area of wood was splintered adjacent to the hasp, and we strengthened this with a strip of steel later on in the day. The police were informed.

A.E. Hobson
SECRETARY/MANAGER
10. 8. 1977

JULY, 1977

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	4,245	$3,396. 00
40¢	986	394. 40
30¢	534	160. 20
Coach Tours and Party Admissions by vouchers:		
80¢	481	384. 80
40¢	388	155. 20
30¢	324	97. 20
	6,958	$4,587. 80

COMPARATIVE CUMULATIVE TOTALS		
Financial Year	1976/1977	1977/1978
5 weeks	5,554	6,958
COMPARATIVE MONTHLY TOTALS		
July	5,554	6,958

REVENUE

The prolonged spell of fine weather has probably been responsible for the excellent returns for the month. Admissions have been 1404 higher than for the corresponding period last year.

Total income for the month was $6,275.89 of which General Revenue due to the N.P. and W.S. was $3,548.94 whilst $2,726.95 was credited to the Special Purposes Account.

BUDGET

Allocations to the General Account are not yet available from the Service and we are therefore operating within the allocations made for 1976/1977.

SPECIAL PURPOSES ACCOUNT

Item	Dr.	Cr
BY: Balance bt.fwd. at 1.7.77		$17,275. 42
TO:		
J. & M.D. Andrew P/L. Plastering etc.	240. 00	
I. Wilson. Carpentry, etc.	240. 00	
W.G. Watson. Signwriting, Friends of V.H.	150. 00	
F. Russell - refurbishing silverware	750. 00	
J. & M.D. Andrew. P/L. Plastering, etc.	307. 00	
I. Wilson. Carpentry, etc.	300. 00	
M. Avenell. A/c 1975-77	710. 60	
I. Wilson. Carpentry, etc.	600. 00	
J. & M.D. Andrew. P/L. Plastering, etc.	600. 00	
R.T. Houghton. Painting	360. 00	

Cont....

	Dr.	Cr.
Copy-cat. Photocopies	2. 00	
M. Thompson. Photography	38. 00	
I. Wilson. Carpentry etc.	300. 00	
J. & M.D. Andrew. Plastering,etc.	300. 00	
J. & M.D. Andrew. Plastering,etc.	240. 00	
I. Wilson. Carpentry	135. 00	
BY:		
Revenue		2,726. 95
Balance cd. fwd at 31.7.77		$14,729. 77
	$20,002. 37	$20,002. 37

MAJOR COMMITMENTS

	$ ¢
Kitchen complex. Restorations, say	2,000. 00
Kitchen complex. Electric wiring, say	1,500. 00
Kitchen complex. Damp control (quoted)	1,230. 00
Damp-proofing. Planter boxes (courtyard) (quoted)	480. 00
Restorations, sulky and buggy	3,191. 00
Work as detailed in House Committee report of July, 1977. excluding kitchen, say	12,800. 00
	$21,501. 00

Therefore, the approximate amount of moeny required to cover known commitments above and beyond that currently available in the Special Purposes Account is $6,771.23 which will be covered by less than three months income.

A.E. Hobson
SECRETARY/MANAGER
10.8.1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 1

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 6.7.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
1/2	964331/2	Vaucluse House Historic Site Salaries and wages. w.e.29.6.77 (nett)	2,041. 06	
		Public Moneys a/c. Income tax deductions. w.e. 29.6.77	465. 51	
3	964333	Met. Water, Sewerage & Drainage Board	236. 96	
4	964334	The Grafton Galleries	20. 40	
5	964335	Wormald International Pty.Ltd.	425. 51	
6	964336	Perfection Plate Pty. Ltd.	155. 81	
7	964337	Campsie Chain Saw Centre	117. 10	
8	964338	The National Trust of Aus.	10. 00	
16	964346	Smith & Lane Pty. Ltd.	56. 03	
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 3,528. 38

Vouchers totalling $ 3528.38 were recouped on 18/7/77

Accountant,

per:

ADVICE OF RECOUPMENT

97 5059—S V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 2

RECOUP SUMMARY

Park code

EXPENDITURE FROM ADVANCE A/C OF

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 6.7.1977, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
9	964339	J. & M.D. Andrew Pty. Ltd.		240. 00
10	964340	Ivor Wilson		240. 00
11	964341	W.G. Watson & Son		150. 00
12	964342	F. Russell		750. 00
13	964343	J. & M.D. Andrew Pty. Ltd.		307. 00
14	964344	Ivor Wilson		300. 00
* 15	964345	Michael Avenell Pty. Ltd.		710. 60
		SPECIAL PURPOSES ACCOUNT 73. 26. 27		
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,07. 60

* The amount of $33.20 resubmitted for payment & recoupment on VR 15 has already been recouped on VR 35 R/S 5 on 1/8/76. Although payment on cheque 310115 was stopped the above amount was still recouped. Please make the necessary adjustment on your next recoup 8/7/77

Vouchers totalling $ were recouped on

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059–3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 3

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Yaralu a (bank and branch)

for the period ended 13th July, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
17/8	964347/8	Salaries and wages. w.e. 13.7.77 (nett)		1,277. 40
		Public moneys a/c. " " Tax deductions		297. 90
19	964349	Pay-Roll Tax		322. 75
20	964350	Petty Cash		59. 13
21	964351	J. Griffin		14. 00
22	964342	Telecom. Aus.		115. 92
23	964343	Michael Thompson Photography		350. 00
24	964354	Deveson John (Aus) Pty. Ltd.		733. 46
25	964355	Dunlop Footwear		92. 65
26	964356	Government Stores Department		107. 46
27	964357	GEC Catering Equipment Division		105. 00
28	964358	Smith & Leno Pty. Ltd.		10. 30
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 3,485. 97

Vouchers totalling $ 3485.97 were recouped on 20/7/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

28 JUL 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 4

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 14th July, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
29	964359	Ivor Wilson		600. 00
30	964360	J. & M.D. Andrew Pty. Ltd.		600. 00
31	964361	R.T. Houghton		360. 00
32	964362	Copy Cat Printing		2. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $1,562. 00

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

(5)

28 JUL 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 5

RECOUP SUMMARY

Park code ...

EXPENDITURE FROM ADVANCE A/C OF ...

at ... (bank and branch)

for the period ended ..., 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
33/34	964363/4	Salaries and wages. w.e. 13.7.77 (nett)		1,340. 2,
		Public Moneys a/c. w.e. 13.7.77 Income tax deductions		248. 15
35	964365	Eastern Suburbs Lime and Cement Store		12. 91
36	964366	Drystat Pty. Limited		4,215. 00
37	964367	Copy Cat Printing.		28. 50
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 5,844. 85

Vouchers totalling $... were recouped on ...

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

28 JUL 1977

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 6

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 20th July, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
38	964368	Michael Thompson Photography		38.	00
39	964369	Ivor Wilson		300.	00
40	964370	J. & M. Andrew Pty. Ltd.		300.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 638. 00

Vouchers totalling $ 638.00 were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059-3 V C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 7

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of W.A.C.B. Vaucluse (bank and branch)

for the period ended 21th July, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
41/42	964371/2	Salaries and wages. w.e.20.7.77 (nett)	1,[illegible]7. 46	
		Public moneys a/c " Income Tax deductions	300. 00	
43	964373	Division of Inspection Services	20. 00	
44	964374	Frenos Trading Coy. Pty. Ltd.	246. 00	
45	964375	GUO Theatre Supplies Pty. Ltd.	92. 70	
46	964376	Hopkins & Whyte Pty. Ltd.	12. 60	
47	964377	Caltex Oil (Aus) Pty. Limited	39. 92	
48	964378	Caltex Oil (Aus) Pty. Limited	104. 76	
49	964379	Rentokil	260. 00	
50	964380	Smith and Lane Pty. Ltd.	34. 03	
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED	$ 2,456. 47	

Vouchers totalling $ [illegible] were recouped on 4/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8058—3 V C N BLIGHT, GOVERNMENT PRINTER

13

-9 AUG 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 8

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yanbou-Kanangra Districts

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 27th July, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
51	964381	J. & M.D. Andrew Pty. Ltd.		240. 00
52	964382	Ivor Wilson		135. 00

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 18TH AUGUST, 1977
AT 5.00 P.M.

A G E N D A

1. Apologies for absence.

2. Confirmation of minutes of meeting held on 21.7.1977

3. Matters arising from minutes.

4. Correspondence

5. General Business:
   - (i) To consider quotation from Drystat Pty. Ltd. for installation of electro-osmosis damp-proofing system in kitchen block.
   - (ii) To consider quotation from Drystat Pty. Ltd for damp-proofing planter boxes in courtyard.
   - (iii) Cleaning and restoration of certain pictures. Offer by Mr. T. Nielsen - Chief Conservator - Mitchell Library.

6. Reports of Sub-Committees:
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum

7. Secretary/Manager's Report

8. Finance

   Accounts paid since the last Recoupment Summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business.

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 18TH AUGUST, 1977

PRESENT:

Mr. K.R. Doyle	Vice-President (in the chair)
Mr. P. Cook	
Mr. R. Rowe	
Mr. W.M. Nolan	
Mrs. H.A.R. Snelling	Trustee Elect
Mr. H.A.R. Snelling	Counsellor

IN ATTENDANCE:

Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:

Mr. M.D. Finlay	President

ON LEAVE OF ABSENCE:

Mr. E.C. Colman

MINUTES:

The minutes of the last meeting were confirmed

MATTERS ARISING:

It was noted that the lighting plan for the south wing was to hand from the Consultant Architect and that the Secretary/Manager had called for quotations from Roy Harrison Pty. Ltd., and D. Cameron and Company.

In respect of the lease of the Tea Rooms, the Secretary/Manager advised that Michael Avenell's approval of the amended terms of the lease had been sent to the Director and that there now appeared to be no reason why finalisation should not be effected in the near future. The Vice-President said that he would have a word with the Director with a view to effecting completion as soon as possible

With regard to the repair of the battlements and turrets, the Government Architect's Department and Public Works Department had suggested that we deal through the architects attached to the Technical Services Department of the Service. Consequently, the Secretary/Manager had arranged for an initial consultation on site with Mr. Bruce Eeles, the Supervising Architect for the restorations now being carried out at Greycliffe House.

CORRESPONDENCE:

The Trustees noted with satisfaction a letter from a Miss I. Lorimer of Sydney congratulating the Trust on the appearance of the House and grounds. The Secretary/Manager was instructed to send a suitable reply to Miss Lorimer, at the same time advising her that the Trust was not responsible for the unkempt and neglected appearance of Wentworth's mausoleum in Chapel Road, as the care and maintenance of this was vested in the Church Commissioners.

A letter from the Director requesting information about renovations carried out at their own expense by Mr. and Mrs. Stratton to the Nielsen Park Kiosk and attached dwelling house prior to 1971 was considered. As the Secretary/Manager had all the available information necessary to reply to the Director he was instructed to proceed accordingly and recommending that any claim for compensation by the Strattons, should they lose the occupancy of the Kiosk and dwelling, be viewed sympathetically.

The Vice-President said that in his capacity as Member for Vaucluse he had been consulted in this matter by Mr. Stratton and would be making certain independent recommendations to the Director.

A letter from the Director asking if the Trust had given thought to filling the vacancy on the Board arising from the resignation of Mr. Max Herford was tabled.

The Secretary/Manager was instructed to reply that this matter was under consideration and a list of suitable condidates would be considered at the September meeting. He was also instructed to ask the Director if the gazetting of Mrs. H.A.R. Snelling as a Trustee was imminent.

A letter from Bryce and Associates requesting permission to make a drawing of Vaucluse House for the 1978 Monier Industries calendar was considered. Approval was granted and in line with the policy of the National Trust, whose properties had appeared in this company's calendars since 1974, no charge would be made because of the publicity value.

GENERAL BUSINESS:

(1) A quotation from Drystat Pty. Ltd. for the supply and installation of an electro-osmotic damp proofing circuit in the kitchen block, in the sum of $1,230.00 was approved.

(2) Another quotation from Drystat Pty. Ltd. for the waterproofing of the interiors of the planter-boxes in the inn er courtyard, in the sum of $480.00, was approved

(3) The Secretary/Manager advised that on a recent visit to the House, Mr. Tom Nielsen, Chief Conservator of the Mitchell Library had offered to clean and restore three oil paintings belong to the Trust.

As Mr. Nielsen had done some excellent work for the Trust in the past, the offer was accepted subject to an order of cost being given prior to commencement of the work.

REPORTS OF SUB-COMMITTEES:

(i) House

The Convenor, Mr. Cook advised that approved restorations in the kitchen block and boys' bedroom were proceeding according to plan.

(ii) Insurance and P.R.

The Vice-President as Convenor tabled the letter written to the Government Insurance Office. The contents were approved and the Secretary/Manager empowered to negotiate any adjustments necessary when the G.I.O. representative called upon him.

(iii) Grounds

In the absence of the Convenor - Mr. Colman on overseas leave, Mr. Nolan said that he had nothing further to add to the remarks made in the Secretary/Manager's report.

(iv) Museum

Mr. Snelling advised that the documents accumulated in the Wentworth Room were almost ready for examination by Professor Ward. Miss Brown, the Research Historian from the State Library would be visiting the Museum on Wednesday next, the 24th August for further discussions. It was estimated that it would take a further two to three months to complete documentation in the Wentworth Room.

SECRETARY/MANAGER'S REPORT:

The report, having been circulated with the minutes, was formally accepted.

FINANCE:

The financial report was formally approved.

Recoup summaries 1 to 8 having been passed for payment by the Service, were formally confirmed.

Mr. W.M. Nolan advised the meeting with deepest regret that due to heavy business and other commitments he could not see his way clear to accepting the position of Treasurer.

In the circumstance it was agreed that the filling of this vacany should be deferred until the return from leave of Mr. E.C. Colman, who had indicated that he would be prepared to accept this position. In the meantime, Mr. Cook would continue to be signatory for the Advance Account cheques.

OTHER BUSINESS:

Mr. Snelling advised that he had been appointed Convenor of a "Friends" sub-committee to explore the possibility of forming a corps of volunteers to patrol the House at peak periods during weekends and public holidays. Subject to approval by the Trust he proposed discussing this matter in detail with the Secretary/Manager.

The meeting heartily approved of the formation of such a body which could render valuable service in improving security in the House and wished

Mr. Snelling and his sub-committee every success.

The Secretary/Manager assured the meeting of his full co-operation and additionally advised that there were provisions in the National Parks and Wildlife Act for the appointment of uniformed honorary rangers. He hoped that some members of the Friends might see their way clear to applying for these positions so that surveillance of the grounds and outbuildings could be improved especially during the summer months.

The Secretary/Manager advised that organisation of a"Benefactors" function in the House, which had been approved some time ago, had not proceeded, due to the resignation of Mr. Herford, who had been appointed by the Board to look after this matter.

The meeting confirmed the desirability of such a function and authorised Mrs. Snelling and the Secretary/Manager to organise such a function at a suitable time in the near future.

There being no further business to discuss the Vice-President declared the meeting closed at 7.30 p.m.

Signed as a true record

President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

FROM: Secretary/Manager. TO: The Trustees.

STAFF

Mrs. Jean O'Connor, desk clerk will return to duty, after leave, on 15-9-77.
Mr. & Mrs. J. Kearney will return to work, after leave, on 12-9-77.
Mr. J. Vecchio-Ruggeri, park worker, will be absent for approximately three weeks from 15-9-77 to undergo surgery as advised by his doctor.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

Drystat Pty. Limited have completed the installation of the Electro-Osmosis system of damp control in the walls of the kitchen and costume room. Mr. Lucas has inspected the work whilst in progress. A salt absorbing poultice will shortly be applied by our plasterer.

To carry out the work in the costume room, it was necessary to dismantle the showcases on the south and east walls of the costume room. This brought to light various defects in the flooring caused principally by wet-rot, but there was also evidence of former white ant activity; no current activity was in evidence and it probably ceased some four years ago when the area was first treated by Rentokil.

Repairs to the flooring and re-building of the show-cases will probably cost in the region of $1,000-00. I would seek Board approval to add this amount to the estimated cost of restorations in the kitchen block.

The stone has arrived from Gosford Quarries for the repair of the kitchen chimney breast.

The plants have been lifted and all soil removed from the planter boxes in the courtyard preparatory to lining the boxes with a waterproof membrane. This work would have been finished but for the on-set of rainy weather recently. Now it is necessary to wait until the boxes are reasonably dry before installing the membrane.

Redecoration of the kitchen and lounge and fitting of new floor coverings in the bathroom and lobby of the Secretary/Manager's flat has been completed.

The painter has started on the preparation of external woodwork in the kitchen block and courtyard prior to re-painting. After consultation with Mr. Lucas, it was decided to burn off accumulated layers of paint in a number of areas in order to achieve a smooth and satisfactory finish. Colour scheme of Dark Brunswick Green, Broken White and Light Stone has been agreed with the architect.

The ceiling of the boy's bedroom has been repainted after repairs reported in July and as this shows up the rather drab walls, I have asked Mr. Lucas to put forward a scheme for re-decorating the rest of this room.

During the course of our discussions we agreed that the height of the beds is far too low for a 19th century house; they should be between six and eight inches higher than at present. One suggestion is that extra mattresses placed above or below the existing ones would give the required height; a satisfactory and cheaper alternative would be to use six-inch deep poly-urethane foam cut to the required sizes and placed above the existing mattresses. Perhaps the House Committee might like to consider this matter and make a recommendation.

VAUCLUSE PARK

The recent rains have come just at the right time as the spring flowers are starting to bloom and the deciduous trees are coming into leaf. It has also markedly improved the appearence of the outer paddocks.

All timber from the felled and trimmed trees has been cleared from the South Paddock and either stacked or used around the Park.

The new lawn-edger has been delivered and is being paid for by Head Office.

GENERAL

Mr. Bruce Eels has visited the site and inspected the upper-battlements and turrets and after discussions with Mr. Lucas will be asking the Public Works Department to make a detailed inspection and put forward recommendations with costs of how best to seal and treat the turrets and parapet to overcome the problem of falling damp.

Rationalisation of our various insurance policies has been effected after discussions on site with a G.I.O. representative, Mr. Mackinerny.

A.E. Hobson.
Secretary/Manager.
8-9-1977.

AUGUST, 1977

FINANCIAL REPORT

Admissions to Vaucluse House	No. of Admissions	Income
Ticket Values		
80¢	3,536	$2,828. 80
40¢	1,119	447. 60
30¢	755	226. 50
Coach Tours and Party		
Admissions by voucher		
80¢	801	640. 80
40¢	241	96. 40
30¢	439	131. 70
	6,891	$4,371. 80

COMPARATIVE CUMULATIVE TOTALS	1976/1977	1977/1978
Financial Year		
9 weeks	12,552	13,849
COMPARATIVE MONTHLY TOTALS		
August (4 weeks)	6,998	6,891

REVENUE

This has been another satisfactory month for admissions.

Total income for the month was $5,4848.59 of which General Revenue due to National Parks and Wildlife Service was $2,932.94 whilst $2,551.65 was credited to the Special Purposes Account.

BUDGET

Allocations to the General Account for the present financial year are not yet to hand from the Service; we are therefore operating within the allocations for 1976/1977.

SPECIAL PURPOSES ACCOUNT

Item	Dr.	Cr
BY: Balance bt. fwd at 1.8.77		$14,729. 77
TO:-		
Grafton Galleries. Kitchen chairs	$350. 00	
J.& M.D. Andrew. Plastering, etc.	300. 00	
R.T. Houghton. Painting	240. 00	
R.T. Houghton. Painting	351. 05	
J. & M.D. Andrew. Plastering.	300. 00	
R.T. Houghton. Painting	300. 00	
J. & M.D. Andrew. Plastering.	300. 00	
J. & M.D. Andrew. Plastering.	300. 00	
R.T. Houghton. Painting	300. 00	
Y. Brown. Historical research	228. 00	
R.T. Houghton. Painting	411. 73	
J. & M.D. Andrew. Plastering	300. 00	
BY:-		
Revenue		2,551. 65
TO:-		
Balance cd.fwd. at 31.8.77	13,600. 64	
	$17,281. 42	$17,281. 42

cont....

MAJOR COMMITMENTS	$	¢
Kitchen complex - restorations, say	2,000.	00
Kitchen complex - electric wiring (quoted)	2,050.	00
Kitchen complex - damp control (quoted)	1,230.	00
Damp proofing - planter boxes (quoted)	480.	00
Restorations, sulky and buggy (quoted)	3,191.	00
Probable re-wiring of boardroom, say	500.	00
Remaining work as detailed in House Committee report of July, 1977	9.700.	00
Rebuilding of display units and making good rotten flooring in Costume room	1,000.	00
Contingencies	500.	00
	$20,651.	00

Therefore, the approximate amount of money required to cover known commitments above and beyond that currently available in the Special Purposes Account is $7,051.00 which will be covered by under three months income.

Anticipated amount of uncommitteed income which will be covered by receipts up to 30th June, 1978 will be approximately $17,000.00 which I suggest will be more than adequate to cover projects still to be formulated such as repair and weatherproofing of battlements and turrets, re-decoration of a number of rooms etc. I would therefore, recommend that consideration should be given to the installation of a more efficient and more aesthetically acceptable intruder detection system. Estimated cost according to the degree of sophistication desired would be between $3,000.00 and $4,000.00.

A.E. Hobson
SECRETARY/MANAGER
3.9.1977

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 9

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse Hse & Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 2.8.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
53/54	964383/4	Salaries and wages. w.e.27.7.77 (nett)		1,397. 07
		Public moneys a/c. Income tax deductions		284. 65
55	964385	Petty Cash expenses		54. 18
56	964386	3M Australia Ltd.		26. 50
57	964387	Berger Paints		99. 86
58	964388	Campbell Brothers Ltd.		46. 50
59	964389	Government Insurance Office		422. 25
60	964390	McCulloch of Aus. Pty. Ltd.		9. 20
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,340. 21

Vouchers totalling $ 2340.21 were recouped on 12/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059–3 V C. N BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 10

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Victoria River 1st Rio Dito

at [illegible] Victoria (bank and branch)

for the period ended 3.8.77, 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
61	964391	The Grafton Galleries		350. 00
62	964392	U. & M.D. Andrew Pty. Ltd.		300. 00
			[illegible]	65 . [illegible]
LESS:		$33.20. Amount of "stop payment" cheque - Michael Avenell Pty. Ltd. Vr 35. R/S 5. 10.8.1976 Amount recouped twice vide Recoup Summary No. 2 of 6.7.77 Voucher No. 15(part of) This method of adjustment as agreed with Mr. Eric Irving		33. 20
				$616 80

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 616. 80

Vouchers totalling $ 616.80 were recouped on 12/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

30

12 SEP [illegible]

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 11

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 10.8.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
63/64) 964393/4)		Salaries and wages. w.e.3.8.77 (nett)		1,341. 79
		Public moneys a/c. Income tax deductions		259. 85
65	964395	J.M. Griffin. Courier service		11. 50
67	964397	Government Insurance Office		4,992. 53
68	964398	Finance Trading Coy. Aty. Ltd.		141. 00
69	964399	Kalamazoo (Aus) Ltd.		14. 65
70	964400	Maroubra Flags & Pennants		50. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. .. $		6,811. 32

Vouchers totalling $ 6811.32 were recouped on 19/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

67 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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- 2 SEP 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 12

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yanalgo Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 10.8.77, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
66	964396	R.T. Houghton		240. 00
71	053401	R.T. Houghton		351. 05
72	053402	J. & M.D. Andrew Pty. Ltd.		300. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 891. 05

Vouchers totalling $ 891.05 were recouped on 19/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059–3 V C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 13

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 17th August, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
73/74	053403/4	Salaries and wages.w.e.10.8.77 (net)		1381. 12
		Public Moneys a/c. Income tax deductions		263. 40
75	053405	Caravan Accessories Pty. Ltd.		34. 00
76	053406	Eastern Suburbs Lime & Cement Store Pty. Ltd.		222. 29
77	053407	Sydney County Council		524. 23
78	053408	B. Best		100. 00
79	053409	Copy Cat Printing		25. 00
82	053412	A. Glasgow. Plumber		176. 50
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2696. 54

Vouchers totalling $ 2696. 54 were recouped on 24/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ET 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

31 AUG 1977

3.3

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 14

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended [illegible], 1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
80	053410	R.T. Houghton		300. 00
81	053411	J. & M.D. Andrew Pty. Ltd.		300. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 600. 00

Vouchers totalling $ 600 00 were recouped on 24/8/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 15

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 24th August, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
83/84	C53413/4	Salaries and wages. w.e. 17.8.77 (nett)		1,818. 42
		Public Moneys a/c. Income tax deductions. w.e. 17.8.77		307. 30
85	C53415	Government Stores Depart.		155. 44
86	C53416	Franos Trading Coy. Pty. Ltd.		141. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,482. 16

Vouchers totalling $ 2482.16 were recouped on 5/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 16

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 24th August, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
87	C53417	J. & M.E. Andrew Pty. Ltd.		300	00
88	C53418	R.T. Houghton		300	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 600 00

Vouchers totalling $ 600.00 were recouped on 5/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 17

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vanuatu House Historic Site

at Bank of N. .F. Vuclu e (bank and branch)

for the period ended 31.8.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
89/90	053419/20	Sal ries and wages. w.e.24.8.77 (nett)		1,621. 07
		Public Moneys a/c. Income tax deductions. w.e. 24.8.77		311. 10
91	053421	Lane Ltd.		124. 38
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$2,056. 55

Vouchers totalling $ 2056.55 were recouped on 6/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PR NTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 18

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible] Historic Site

at [illegible] (bank and branch)

for the period ended 31.8.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
92	053422	Yvonne Brown		228. 00
93	053423	R.T. Houghton		411. 73
94	053424	J. & M.[illegible] Andrew [illegible]ty. Ltd.		300. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 939. 73

Vouchers totalling $ 93973 were recouped on 6/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5058-3 V. C. N. BLIGHT, GOVERNMENT PRINTER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 15th SEPTEMBER 1977
AT 5-00 p.m.

A G E N D A

1. Apologies for absence.
2. Confirmation of Minutes of meeting held on 18-8-77.
3. Matters arising from Minutes.
4. Correspondence.
5. General Business:
   - (i) To consider quotations for re-wiring of Kitchen complex and installation of additional light and power points.
   - (ii) To receive nominations and make a recommendation for filling vacancy on the Board occasioned by the resignation of Mr. M. Herford.
6. Reports of Sub-Committees.
   - (i) House.
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds.
   - (iv) Museum.
7. Secretary/Manager's Report.
8. Finance:
   Accounts paid since the last Recoupment Summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.
9. Any other business.

A.E. Hobson.
Secretary/Manager.

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 15TH SEPTEMBER, 1977

PRESENT:

Mr. M.D. Finlay	President (in the chair)
Mr. P. Cook	
Mr. R. Rowe	
Mr. W.M. Nolan	
Mrs. H.A.R. Snelling	Trustee Elect
Mr. H.A.R. Snelling	Counsellor

IN ATTENDANCE:

Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:

Mr. K.R. Doyle	Vice President

ON LEAVE OF ABSENCE

Mr. E.C. Colman

MINUTES:

The minutes of the last meeting were confirmed.

MATTERS ARISING:

The Secretary/Manager advised that preliminary discussions regarding the repair of the battlements had taken place between Mr. C. Lucas, Consultant Architect, Mr. B. Eeles, Service Architect and the Public Works Department.

It was noted that Drystat Pty. Limited had completed the installation of the electro-osmotic damp-proofing system in the south wing and were in the process of lining the planter boxes in the courtyard with an impervious membrane.

The updated schedule of insurance supplied by the G.I.O. was received and approved.

CORRESPONDENCE:

A copy of the minutes of the Woollahra Municipal Council Traffic Committee dated 27.7.1977, provided by the Vice-President was received and discussed. In brief these concerned a recommendation to the Council that coaches should not be permitted to park adjacent to the Olola Avenue gates, but should be made to park in Wentworth Road.

The Secretary/Manager advised that if this recommendation was ratified by Council it was likely to result in a loss of revenue to the House of between $30,000 and $35,000 as the main carriers of visitors, AAT and Ansett-Pioneer, had indicated that they would remove Vaucluse House from their scheduled tours as the distance of the proposed parking positions was too far from the House.

The present situation had only arisen because of the objections made by one person, Mr. Hill, to the parking of coaches in Olola Avenue. Not one other resident of Olola Avenue has ever raised any objection.

It was noted that a member of the Traffic Committee was Mr. J.C. Hunt, Municipal Engineer of the Woollahra Council who had been a good friend to the Trust over a long period of years. The Secretary/Manager was therefore instructed to

contact Mr. Hunt with a view to ascertaining what steps should be taken to voice an objection in Council to the recommendations.

A letter from the Director advising that the lease for the Tea Room had been forwarded to the solicitors for the lessees for execution was noted with satisfaction.

A letter from Mr. Douglas Baglin, a well known photographer, seeking permission to photograph the House and gardens for inclusion in a new book on Australian Historic Homes and Gardens was received and the request approved.

A request from Drystat Pty. Ltd. to include a picture of Vaucluse House in a forthcoming pamphlet describing the electro-osmotic system of damp-proofing was considered. Permission was granted subject to the Trustees approving the text of the caption to the picture.

GENERAL BUSINESS:

(1) Quotations from Roy Harrison Pty. Ltd. and D. Cameron and Company for the electrical re-wiring and installation of new wiring in the south wing and boardroom were considered.

It was decided to award the contract to Roy Harrison Pty. Ltd. as their price was some $1,200.00 less than that quoted by Cameron.

(2) A number of nominations for filling vacancies on the Board of Trustees were considered and after some deliberation it was unanimously decided to recommend Mr. George Sample of Coolong Road, Vaucluse and Mr. Anthony Cramer-Roberts of Kings Road, Vaucluse.

The Secretary/Manager was instructed to advise the Member for Vaucluse, Mr. K.R. Doyle, M.L.A., accordingly.

REPORTS OF SUB-COMMITTEES:

(i) House

The Convenor, Mr. P. Cook advised that work was proceeding in accordance with the plan approved at the June, 1977 meeting of the Trustees and invited the Trustees present to inspect the progress made at the close of the current meeting. This inspection was carried out.

(ii) Insurance and P.R.

In the absence of the Convenor, Mr. K.R. Doyle, the Secretary/Manager advised that there was nothing further to report beyond the matter of the Tea Room lease which had been dealt with under correspondence.

(iii) Grounds

In the absence on leave of the Convenor, Mr. E.C. Colman, Mr. Nolan advised that he had nothing to add to the remarks on the grounds made in the Secretary/Manager's report.

(iv) Museum

Mr. Snelling reported that finalisation of the assembly of documentation for the Wentworth Room was imminent and after approval by Professor Ward, the display section of the Service would be asked to proceed on similar lines to those adopted for the Brown-Hayes Room.

Mr. Snelling also showed the meeting a bust of Petrarch which he had recently acquired. He proposed loaning this to the Trust for display in the Museum. The President thanked him for this most generous gesture. (Since the meeting Mr. Snelling has decided to donate the bust to the Trust).

SECRETARY/MANAGER'S REPORT:

Approval was given for the expenditure required (estimated at approximately $1,000.00) to repair the floor and rebuild the showcases in the costume room.

Approval in principle was given to the suggestion that the beds in the House be increased in height by between 6" and 8" to conform with heights prevalent in the 19th century. The actual method of achieving this would be considered at a future meeting of the House Committee.

The report was then formally accepted.

FINANCE:

The financial report was formally approved.

Recoup summaries 9 to 18 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS:

Mrs. Snelling advised that all preliminary work had been done in the organisation of a reception in October and asked the Trust to choose between four suggested dates for the function. The date decided upon was Tuesday, 25th October, 1977.

The suggested menu and invitation list drawn up by the Secretary/Manager was then approved.

It was decided that formal invitation cards should be printed, the format to be drawn up by Mrs. Snelling and the Secretary/Manager. All further organisation would be left to Mrs. Snelling and the Secretary/Manager.

The Secretary/Manager advised that Mr. Allison, Chief Librarian of the Woollahra Council had recently visited the House and had presented to the Trust a copy of the book "Fourteen Journeys over the Blue Mountains 1813-1841" by G. Mackeness. During his visit Mr. Allison had been interested in the large framed photograph of Woollahra House which had been demolished in 1934. He asked if he could borrow it for display in the Library.

In view of the fact that this photograph is not appropriate for display in the House it was decided to offer it on permanent loan to the Woollahra Council. The Secretary/Manager was also instructed to thank Mr. Allison for the book he had kindly presented to the Trust.

Mr. Snelling advised that a number of the "Friends" had volunteered to take part in the pilot Warden Scheme and that Mrs. Hill of the "Friends" Committee had been appointed to act as liaison officer.

As there was no further business to discuss, the President declared the meeting closed at 7.55 p.m.

Signed as a true record.

President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

FROM: Secretary/Manager TO: The Trustees

STAFF

Mrs. Jean O'Connor, desk clerk, returned from leave on 15.9.1977.

Mr. and Mrs. J. Kearney returned from leave on 12.9.1977.

Mr. J. Vecchio-Ruggeri, park worker, returned to work, after sick leave on 10.10.1977.

Mr. J. Kearney went off sick with a bad cold on ... 6.10.1977 but was able to resume his duties on 7.10.1977.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

It was a fortunate co-incidence that the carpet layer, Mr. K. MacDonald who came to lay the carpet in the Secretary/Manager's flat, in August, was the same one who laid all the stair and corridor carpets in the House some ten years ago. On the 12th September he returned, relaid and repaired all these carpets to hide worn parts, as far as possible, and in some places put down new matching carpet which we had in store. I estimate that the work he has done has prolonged the life of these carpets by at least three to four years. He had to use up all the spare red carpet on the main stairway, but we still have a fair amount of the blue carpet left in store which is used on the corridors and stairs of the west wing.

The plaster poultice has been applied to all walls in the south wing which have been damp-proofed by Drystat.

The lining of the planter boxes, in the courtyard, with an impervious membrane has been completed and plants will be restored to these boxes in the near future.

Repairs to the flooring in the costume room have been completed and we have attempted to prevent future problems of the type encountered by clearing out an accumulation of rubbish under the floor to increase air circulation; the re-newed joists have been stopped short of the walls and bearers inserted which are mounted on brick piers covered at the top with damp proof material. All new woodwork has been heavily treated with chemicals to guard against attack by termites and rot.

All window frames in the kitchen have been restored with staff mouldings in place of the previous incorrect architraves. Work has commenced on the restoration of the kitchen chimney breast.

Repainting of the external woodwork of the south wing and ground floor windows facing into the courtyard has commenced, but some further research I did into original colours has been accepted by Mr. Lucas and as a result of this he has, at my request, drawn up an amended and comprehensive colour scheme for all the external woodwork of the House. Additionally he has provided a full re-decoration scheme for the Boys' bedroom on the second floor of the west wing. These will be presented, for your consideration, at the next board meeting.

Mr. Lucas has visited the site three times during the past month.

The carpenter is now in the process of re-building two show-cases for the Costume Room. These are being made so that they can be rolled out on hidden castors in order that periodic inspections of the floor can be made in the future, thus, hopefully avoiding the major type of repairs which have had to be carried out on this occasion. At a future date we would hope to replace the remaining two "built-in" cases with the ones which are easily moveable.

Harrison's have commenced electrical installations in the south wing and boardroom.

VAUCLUSE PARK

The spring flowers are in full bloom and we are now getting a supply of roses for decoration in the House. Regular weekly mowing of the lawns has started again and will continue until next autumn.

With the commencement of warmer weather increased usage of the Beach Paddock is causing the usual litter problems, with broken glass and empty beer cans thrown around. We are putting extra garbage bins out in the hope that the public will use them.

GENERAL

Mr. Stanley Lipscombe paid his annual visit to the House with his Antique Furniture Appreciation classes from the University of N.S.W. on the 20th September. As usual we opened the House for him at 9.00 a.m. and again at 7.00 p.m.

On Saturday morning the 24th September at the request of Mr. Berkeley-Wiles, P.R.O. of the Service I gave a conducted tour of the House to forty-five members of the Mosman Historical Society.

The tea-towels printed with the Servants' Hall Rules are, as anticipated selling well and I expect having to order a further thousand early in the New Year.

There have been a number of verbal complaints and one written complaint about the poor service in the Tea Room and Kiosk during the past month and on a number of occasions the Tea Room has not been opened until after 10.30 a.m. I have therefore entered this matter on the Agenda for discussion at the next meeting under General Business.

A.E. Hobson
SECRETARY/MANAGER

1 2 OCT 1977

SEPTEMBER, 1977

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	4,180	$3,344. 00
40¢	1,433	573. 20
30¢	910	273. 00
Coach Tours and Party Admissions by voucher		
80¢	689	551. 20
40¢	357	142. 80
30¢	123	36. 90
	7,692	$4,921. 10

COMPARATIVE CUMULATIVE TOTALS	1976/1977	1977/1978
Financial Year 13 weeks	18,537	21,541
COMPARATIVE MONTHLY TOTALS September	5,985	7,692

REVENUE

It is gratifying to note that for the first quarter of the current financial year over 3,000 more people have visited the House than in the corresponding period last year.

Total income for the month was $6,667.48 of which General Revenue due to the National Parks and Wildlife Service was $3,560.43 whilst $3,107.05 was credited to the Special Purposes Account.

BUDGET

Allocations to the General Account are not yet available from the Service and we are therefore operating within the allocations made for 1976/1977.

SPECIAL PURPOSES ACCOUNT

	Item		Cr.
BY:-	Balance bt. fwd. at 1.9.77		$13,600. 64
TO:-	R.T. Houghton. Painting	300. 00	
	J. & M.D. Andrew. Plastering	240. 00	
	R. Harrison. Electrical	810. 00	
	R.T. Houghton. Painting	300. 00	
	National Trust. Book	19. 95	
	J. & M.D. Andrew. Plastering	300. 00	
	I. Wilson. Carpentry	180. 00	
	Dept. of Public Works. Test fee	72. 00	
	Lib. of N.S.W. Photocopies	5. 10	
	R.T. Houghton. Painting	300. 00	
	I. Wilson. Carpentry	300. 00	
	J. & M.D. Andrew. Plastering	303. 00	
	Tanner Middleton. Timber. Restorations	1,572. 86	
	Grace Bros. Floor Coverings	621. 52	
	Copy Cat. Reception. Inv. Cards	26. 25	
	M. Thompson. Photography	37. 00	
	Univ. Paint. Mf. Coy. Paint	54. 30	
	K. McDonald. Carpet re-laying	135. 00	
	R.T. Houghton. Painting	300. 00	
	J. & M.D. Andrew. Plastering	300. 00	
	I. Wilson. Carpentry	300. 00	
BY:-	Revenue		3,107. 05
	Balance cd/fwd at 30.9.77	10,230. 71	
		16,707. 69	16,707. 69

....Cont.

MAJOR COMMITMENTS

	$ ¢
Kitchen complex - restorations, say	1,200. 00
Kitchen complex - electrical work (quoted)	2,050. 00
Boardroom, Rewiring (quoted)	480. 00
Kitchen complex - damp control (quoted)	1,230. 00
Damp proofing - planter boxes (quoted)	480. 00
Remaining work as detailed House Committee Report of July, 1977 (approx)	5,975. 00
Rebuilding of display units in costume room	500. 00
Contingencies	500. 00
	$12,415. 00

Therefore, the approximate amount of money required to fund known commitments beyond that currently available is $2,184.00 which is less than one months income at present rate of earnings.

A.E. Hobson
SECRETARY/MANAGER
7.9.1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 19

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] Vaucluse (bank and branch)

for the period ended 7.9.1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
95/96	053425/6	Sal ries and w ,os. w.e.3..9.77 (gross)		$ 1,3[illegible].68
* 97	053427	Petty Cash expenses		52. 86
98	053428	J.Griffin		11. 50
99	053429	Fresnos Trading Coy. Pty. Ltd.		160. 00
100	053430	Perfection Plate Pty. Ltd.		221. 81
		TOTAL TAXATION		1,774. 85
		TOTAL TO BE RECOUPED		$ [illegible]

Vouchers totalling $ 1774.85 were recouped on 20/9/77

Please note that $20.00 that was charged against item 26 (Minor expenses) has been changed & charged against item & code 49042 (Uniforms)

15/9/77.

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5009-3 V. C. N. BLIGHT, GOVERNMENT PRINTER

47

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 20

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 7.9.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
101	053431	R.T. Houghton		300	00
102	053432	J. & M.D. Andrew Pty. Ltd.		240.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 540. 00

Vouchers totalling $ 540.00 were recouped on 26/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

67 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

45

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 21

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 14.9.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
103/4	053433/4	Salaries and wages. w.e. 7.9.77 (nett)		1,220.	69
		Public moneys a/c Income Tax deductions		240.	20
105	053435	Mediterranean Wines Pty. Ltd.		15.	90
106	053436	Copy Cat Printing		22.	50
107	053437	Una Maloney		90.	00
108	053438	Eastern Suburbs Lime & Cement Store		57.	72
109	053439	Aus. Gas Light Coy		32.	42
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 1,679.	43

Vouchers totalling $ 1679.43 were recouped on 21/9/77

* Please note: Two changes made to amounts charged against item numbers are as follows: Item 03 now $132.21 (1) Amount of $132.21 to be taken from item 16 - Fees - for professional services. Item 17 refers to Head Office cost only, the amount of $57.72 on voucher 108 has been charged against item 27.

Accountant,

per:

ADVICE OF RECOUPMENT

67 3059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

49

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 22

RECOUP SUMMARY

Park code 2

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 14.9.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
110	053440	Roy Harrison (Installation) Pty.Ltd		810.	00
111	053441	National Trust of N.S.W.		19.	95
112	053442	R.T. Houghton		300.	00
113	053443	J. & N.D. Andrew Pty. Ltd.		300.	00
114	053444	Ivor Wilson		180.	00

SPECIAL PURPOSES ACCOUNT
75. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 1609/ 95

Vouchers totalling $ 1609 95 were recouped on 21/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

67 5050-S V. C. N. BLIGHT, GOVERNMENT PRINTER

50

4 OCT 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 23

RECOUP SUMMARY

Park code 25

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 21st September, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
115/6	053445/6	Salaries and wages. w.e. 14.9.77 (nett, Public moneys a/c. Income tax deductions		1429. 76
				283. 65
117	053447	Petty cash expenses		59. 30
118	053448	Francs Trading		141. 00
119	053449	Telecom Aus.		98. 88
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$2012. 59

Vouchers totalling $ 2012 59 were recouped on 29/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 24

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 2[illegible]/77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
120	053450	Dept. of Public Works		72.	00
121	053451	Library of N.S.W.		5.	10
122	053452	R.T. Houghton		300.	00
123	053453	Ivor Wilson		300.	00
124	053454	J. & M.D. Andrew Pty. Ltd.		303.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 980. 10

Vouchers totalling $ 980 10 were recouped on 29/9/77

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 25

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse Petty Cash

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 28th September, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
125/126	053455/6	Salaries and wages. w.e. 21.9.77 (nett)		1274.	55
		Public moneys a/c. w.e. 21.9.77 Income tax deductions		268	85
127	053457	Oxford Typewriter repairs Pty. Ltd.		40	00
128	053458	Government Stores Department		115.	39
129	053459	Ron Dowsett Catering Equipment		306.	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2004.	79

Vouchers totalling $ 2324-77 were recouped on 7/10/77

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 26

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 29 th September, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
130	053460	Tanner Middleton Pty. Ltd.		1572.	86
131	053461	Grace Bros. Pty. Ltd.		621.	52
132	053462	Copy Cat Printing		26.	25
133	053463	Michael Thompson Photography		37.	00
134	053464	Universal Paint Mfg. Co. Pty. Ltd.		54.	30
135	053465	Ken MacDonald		135.	00
136	053466	R.T. Houghton		300.	00
137	053467	J. & M.D. Andrew Pty Ltd		300.	00
138	053468	Ivor Wilson		300.	00

SPECIAL PURPOSE ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $3346. 93

Vouchers totalling $ 3346.93 were recouped on 7/10/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 3059–3 V. C. N. BLIGHT, GOVERNMENT PRINTER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 20TH OCTOBER, 1977
AT 5.00 P.M.

A G E N D A

1. Apologies for absence.

2. Election of officers for 1977/1978.

3. Confirmation of minutes of meeting held on 15.9.1977.

4. Matters arising from minutes,

5. Correspondence

6. General Business:-

   (i) To receive a report from Mr. H.L. Yelland, O.B.E., on the Museum Section.

   (ii) To receive a report from Mr. W.M. Nolan on the restoration of the "sulky".

   (iii) To consider a scheme for the re-decoration of the "Boys' Bedroom" put forward by Mr. Clive Lucas.

   (iv) To consider a scheme of painting put forward by Mr. Clive Lucas for the exterior woodwork of the House.

   (v) To discuss verbal and written complaints regarding deterioration of the service in the Tea Room and Kiosk during the past months.

7. Reports of Sub-Committees:

   (i) House

   (ii) Legal, Insurance and P.R.

   (iii) Grounds

   (iv) Museum

8. Secretary/Manager's Report.

9. Finance:

   Accounts paid since the last Recoupment Summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

10. Any other business.

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 20TH OCTOBER, 1977

PRESENT:

Mr. M.D. Finlay	President (in the chair)	
Mr. K.R. Doyle	Vice President (in the chair after elections)	
Mr. P. Cook		
Mr. R. Rowe		
Mrs. H.A.R. Snelling	Trustee Elect	
Mr. H.A.R. Snelling	Counsellor	(part time)

IN ATTENDANCE:

Mr. H.L. Yelland	
Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:
Mr. W.M. Nolan

ON LEAVE OF ABSENCE:
Mr. E.C. Colman

The President who had previously indicated that he would relinquish his position after two years, reviewed his term of office and welcomed President-Emeritus H.L. Yelland to give his report on the progress made in establishing the museum.

Mr. Yelland responded to the welcome.

ELECTION OF OFFICERS FOR 1977/1978:

President. Mr. K.R. Doyle was proposed for the Presidency by Mr. R. Rowe and seconded by Mr. P. Cook.

There being no further nominations Mr. Doyle was declared duly elected and was invited by Mr. Finlay to take the chair.

Mr. Doyle thanked Mr. Finlay and congratulated him upon the progress made by the Trust during the past two years. All present unanimously supported the President's remarks and recorded a hearty vote of thanks to Mr. Finlay.

Mr. Doyle then thanked the Trustees for the confidence they had shown in electing him to the Presidency and hoped that the same rate of progress would be maintained during his term of office.

Vice-President. The newly installed President then called for nominations for the Vice-Presidency. Mr. P. Cook was proposed by Mr. M.D. Finlay and seconded by Mr. Rowe.

There being no other nominations Mr. Cook was declared duly elected.

Treasurer.
As Mr. E.C. Colman, prior to his departure on leave had indicated that he would be willing to take on the position of treasurer, he was proposed by Mr. R. Rowe and seconded by Mr. M.D. Finlay.

There being no further nominations Mr. Colman was declared duly elected subject to his acceptance of the position on returning from leave.

MINUTES: The minutes of the last meeting were confirmed.

MATTERS ARISING:

The President advised that he had received verbal confirmation from the Director that his recommendations, as Member for Vaucluse, regarding the appointment of new Trustees were being processed.

The Secretary/Manager confirmed that relative to the parking of coaches in Olola Avenue, he had been in contact with Mr. J.C. Hunt, Municipal Engineer, Woollahra Council who had recommended that on behalf of the Trust a letter should be sent to the Town Clerk voicing the Trust's objections to the recommendations of the Traffic Committee and asking that this matter should be reviewed by the Council. This letter had been sent and a reply was awaited.

The Secretary/Manager advised that having contacted the Service for information there was no further progress relating to the signing of lease documents for the kiosk and tea room by M. Avenell Pty. Ltd.

The damp proofing of the south wing and lining of the courtyard planter boxes with an impervious membrane had been satisfactorily completed. Monitoring of the efficiency of the system was being carried out independently by Drystat Pty. Ltd., and the Testing Laboratory of the Public Works Department.

The text of the caption to the photograph of Vaucluse House being included in the new Drystat leaflet was approved. This read as follows:- "Historic Vaucluse House, Sydney, the former home of the distinguished early Australian legislator, William Charles Wentworth, is protected by the Drystat system of damp-proofing."

The Secretary/Manager reported that Roy Harrison Pty. Limited were making good progress with the electrical re-wiring of the south wing and boardroom.

New cases, as approved at the previous meeting, were being made for the costume room and the damaged floor had been soundly repaired.

CORRESPONDENCE:

A request from a Mr. Cunningham, for permission to take some footage of film in the grounds for non-commercial purposes was granted. No charge would be made in this instance.

A letter from the President of the Friends formally requesting permission to hold a Carol Service in the grounds on Sunday evening, the 18th December, 1977 was read and approval given.

A letter from the Commissioner of Police advising that the Police Band would not now be available to play at the Carol Service was received. The Secretary/Manager advised that upon receiving this letter he had contacted the bandmasters of the five Army Bands in the area, the Navy Band and the RAAF Band, but none were available to play on the 18th December. The Friends

were now trying to find a suitable band for the occasion.

A further letter from the Commissioner of Police regarding the matter of the theft of bamboo canes from the beach paddock advised that the police, after interviewing the culprit, were not proposing to prosecute, but that the Trust could do so if they wished. After some discussion it was agreed that the Trust would not take any further action, but it was resolved that a letter should be sent to Detective Sergeant Hetherington for his trouble in investigating this matter on behalf of the Trust.

GENERAL BUSINESS:

(i) Prior to submitting his report on the Museum section, Mr. H.L. Yelland congratulated the new President on his election and wished him every success for the future.

Mr. Yelland then submitted his report, the salient points of which were as follows:-
The task of assembling and preparing documentation had proved to be much greater than originally anticipated, but we now had a very important collection of historical documents and other material which should be of great future value to all serious students interested in the lives of W.C. Wentworth and Sir. H. Brown Hayes.

Professor Ward would be checking the contents of the Wentworth Room for historical accuracy on the 9th November, 1977.

Preliminary discussions with Miss B. Sullivan of the Display Section of the Service regarding layout of the Wentworth papers had taken place and a formal request to the Director for Service assistance should be made in the near future.

Much of the material, gathered from many different sources, required formal permission of various authorities for its reproduction for public viewing. Miss Brown, historical researcher at the Mitchell Library was compiling a list of the items for which such permission was required.

Much material had been collected which could not be accommodated in the Museum, nevertheless it was still valuable to the serious student, and would be collated so that it could be made available as required.

It was hoped, that with the completion of the Wentworth Room, it would be possible to open the Museum in March/April of 1978.

Opening of the Museum area to the public would cause some security problems and it might be advisable to cover the wall displays in glass or perspex. Additionally, supervision of the area when open to the public would appear to be imperative.

The President thanked Mr. Yelland for his report and congratulated him and Mr. Snelling on the tenacity they had shown in gathering together and preparing all the material for exhibition.

(ii) In the unavoidable absence of Mr. Nolan, the Secretary/Manager reported on his behalf that restoration of the

sulky was almost completed and Mr. McCotter hoped to return it in the near future. The leather for the seat and back-rest had been kindly donated by Mr. Nolan. It was felt that the Trustees would be very pleased with the restorations.

(iii) As convener of the House Committee the new Vice-President said that he had examined the scheme put forward by Mr. Lucas for re-decoration of the Boys' bedroom but had noted that nothing specific had been mentioned about the fireplace. Apart from this he recommended that the scheme should be accepted. The meeting concurred and instructed the Secretary/Manager to take up the matter of the fireplace with Mr. Lucas.

(iv) The Vice-President had also reviewed the Architect's scheme for re-painting the exterior woodwork of the main part of the House and recommended its acceptance. The meeting ratified this recommendation.

(v) The President requested the Secretary/Manager to report on the deterioration of the service in the Tea Room and Kiosk during recent months.

The Secretary/Manager advised that he had received a written complaint and a number of verbal complaints which were as follows:-

(a) During week-days, (Monday to Friday) on a number of occasions the Tea Room did not open at the prescribed time of 10 a.m. From personal observation he had noted that sometimes it was not opened until after 10.30 a.m. A number of early visitors brought by the coach companies had complained, in addition to the coach captains.

(b) Table service was not available and orders had to be given at and collected from the counter.

(c) Tea was served in paper cups already poured out with milk already added.

(d) For one cup of tea, scones, cream and jam the charge for this inferior presentation was $1.50 per head. A small plate of sandwiches without a drink was $1.50. A small pot of tea, 70¢.

Mr. Yelland who had been in the habit of visiting the Tea Room for refreshments from time to time confirmed the remarks made by the Secretary/Manager and said that on one occasion when the Tea Room was by no means busy, he had waited so long for service that he just walked out.

The Trustees agreed that there were justifiable causes for complaint and it was resolved that the President accompanied by Mr. Yelland should take up the matter with Mrs. Avenell.

The Secretary/Manager was instructed to write a suitable letter of apology for the lack of service at the Tea Room to Mrs. S. Swan of Lindfield who had complained in writing.

REPORTS OF SUB-COMMITTEES:

(i) House

The Vice-President, as Convener, said he had nothing to add to what had already been discussed under General Business.

(ii) Legal, Insurance and P.R.

The President, as Convener, advised that he had nothing to add to what had already been mentioned under General Business.

(iii) Grounds

As both members of this sub-committee were unable to attend the meeting, the Secretary/Manager's report on the grounds was accepted.

(iv) Museum

Matters pertinent to the Museum had already been dealt with in Mr. Yelland's report.

SECRETARY/MANAGER'S REPORT:

This, having been circulated with the minutes, was formally accepted.

FINANCIAL REPORT:

This, having been circulated with the minutes, was formally approved.

Recoup summaries 19 to 26 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS:

Mr. Yelland suggested that at some time in the future, when convenient, consideration might be given to providing a reading and archives room for serious students of the history of the House and its occupants. He suggested that the paint shop could be converted for this purpose.

The Secretary/Manager said that he agreed most heartily with the proposal, but until some alternative accommodation could be devised, this room, especially at the present time was in constant use. He also deplored the necessity of using the stable and harness room for heavy storage purposes, but at the moment there was no alternative.

In order that these areas could be released he suggested that consideration might be given to extending the present gardeners' compound to provide a paint shop and covered storage area for heavy constructional timber now housed, of necessity, in the stable.

The meeting approved the Secretary/Manager's suggestions in principal and asked him to crystallize his ideas and draw up his proposed plans for an integrated services complex.

The preparation of the three basic articles for the proposed souvenir brochure were complete and had been approved by Professor Ward. The Vice-President and the Secretary/Manager were now preparing a list of the items in the House which will be photographed for inclusion in the brochure.

They would then go on to prepare, as previously suggested some two years ago, a non-illustrated pamphlet, using the inventory as a basis, describing all furniture and artifacts in the House for the information of serious students of antiques. The demand for this would be small and therefore a limited edition printed by the offset litho method was envisaged.

Consideration would be given to a "Guide to the Grounds and Gardens of Vaucluse House" when Mr. Colman returned from leave. It would also be hoped to obtain the expert advice of Mr. Broadbent when preparing the text.

Mr. Yelland recommended that we should continue to press for the provision of an Education Officer. The Secretary/Manager felt that whilst such an officer was desirable, the person concerned should also be available to carry out duties as a ranger.

It was therefore resolved that upon the return from leave of Mr. Colman a small sub-committee consisting of Mr. Yelland, the Treasurer and the Secretary/Manager should be convened to draw up a job specification and evaluation sheet for this proposed position.

On behalf of Mr. Snelling, the Secretary/Manager advised that progress was being made with the "Friends" warden scheme. The President said that he had discussed this scheme at some length with Mrs. Doyle and they believed that it was possible to get a further twenty to thirty "Friends" interested and he would be pursuing this matter during the next few weeks.

At the instigation of the Vice-President the Secretary/Manager was given approval to have a number of prints and pictures in the small gallery, cleaned and restored.

Miss Fremlin had offered for sale to the Trust a metal statue and a log basket. Mr. Cook had valued the statue at $70.00 as it was made of zinc and not bronze; the grate he valued at $50.00.

After some disucssion it was agreed that the Trust would not be interested in the statue, but should make an offer for the log basket.

Mrs. Snelling and the Secretary/Manager reported that everything had been organised for the Reception to be held on Tuesday, 25th October, 1977. Forty-two acceptances were to hand, but it was felt that more would be received as the mails had been somewhat delayed by the industrial action of some postal workers. Mrs. Avenell had been instructed to cater for 55 to 60 people.

It was decided that as the President might have to leave early to attend a sitting of the Legislative Assembly, the Immediate Past-President would give the address of welcome to guests and that the Director would be requested to say a few words.

As there was no further business to discuss, the President declared the meeting closed at 8.00 p.m.

Signed as a true record

President -

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

October, 1977

FROM: Secretary/Manager TO: The Trustees

STAFF:

There was no absenteeism amongst the staff during the month of October.

Mrs. O. Sames, weekends Desk Clerk will take leave on two week-ends between the 19th and 27th November, 1977. During her absence Mrs. Hobson will undertake her duties.

Mr. Anthony Simpson, Park worker, has applied for his annual leave to commence on 29.12.1977 and conclude on 2.2.1978. During this time he will be getting married.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

The electrical re-wiring and installation of additional lighting and power points in the south wing has been completed.

A new mains supply to the Boardroom has been installed including a 15 amp plug for the large electric fire which makes it possible to operate this on full heat in the winter. Unobtrusive eave lights have been installed above both doors for use when the Boardroom is occupied during the hours of darkness.

The plasterer and carpenter are now making good walls and woodwork in the south wing which had to be cut to hide the cables.

Assistance to the electricians by the carpenter in cutting woodwork and lifting floorboards delayed the work on the new showcases in the costume room, nevertheless the big costume case on the south wall is approaching completion and the clothing display case on the east wall should be installed during the next fortnight.

Timber is now to hand for completion of carpentry work in the Great Kitchen and work will re-commence as soon as the costume room is finished.

Stonework restorations to the kitchen chimney-breast have been completed and the big hearthstone put into position.

Pending the supply of paints which are being ~~forwarded~~ formulated to specifications given by Mr. Lucas, I stood down the painter. It is expected that he will start work again in two weeks time and will then be able to proceed without interruption on the re-painting of the exterior woodwork. After this he will proceed to partial re-decoration of the kitchen area and then the Boys' bedroom.

The restored sulky has been returned and placed in position in the coach-house. On a recent rainy day the grounds staff took the opportunity of cleaning and polishing the other three vehicles. In collaboration with Mr. Nolan I will now be arranging for our sign-writer to make up suitable description boards for each vehicle.

VAUCLUSE PARK

Welcome falls of rain during the past fortnight have considerably improved the appearance of the gardens and mitigated the high fire danger in the natural areas on the periphery of the Park which had resulted from the phenominal spell of dry weather during the past six months.

The spring flowers are almost finished and are being cleared from the beds and summer flowering seedlings planted. Our gladioli are particularly good this year and at the moment are making a quite spectacular

display in the House. Some of the blooms are over four feet high.

GENERAL

A letter has been received from Miss D. a'B-Chomley advising the dispatch from Melbourne of the composite 1820's print of "Sydney from the east side of Cove" which her late brother Mr. Rawdon a'Beckett-Chomley left to the Trust in a codicil to his will drawn up in 1974.

Unfortunately the glass was smashed in transit, but the picture was not damaged. I am having new glass fitted in the frame by Academy Arts.

A.E. Hobson
SECRETARY/MANAGER
9.11.1977

OCTOBER, 1977

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	4,732	$3,785. 60
40¢	1,223	489. 20
30¢	567	170. 10
Coach Tours and Party Admissions by vouchers:		
80¢	1,624	1,299. 20
40¢	447	178. 80
30¢	521	156. 30
	9,114	$6,079. 20

COMPARATIVE CUMULATIVE TOTALS

Financial Year	1976/1977	1977/1978
18 weeks	26,831	30,655

COMPARATIVE MONTHLY TOTALS

October	8,294	9,114

REVENUE

The upwards trend in admissions to the House continues with almost 4,000 extra visitors than in the first four months of the last financial year.

Total income for the month was $7,633.30 of which general revenue due to the National Parks and Wildlife Service was $4,032.80 whilst $3,600.50 was credited to the Special Purposes Account.

BUDGET

Allocations to the General Account are not yet to hand from the Service. We therefore continue to operate within the allocations for the last financial year.

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr.
BY:	Balance bt. fwd. at 1.10.77		$10,230. 71
TO:	R.T. Houghton. Painting	$ 300. 00	
	J & M.D. Andrew. Plastering, etc	300. 00	
	I. Wilson. Carpentry, etc.	300. 00	
	Summit Souvenirs. 50% cost. Tea towels	647. 60	
	Drystate P/l. Planter Box sealing	480. 00	
	I. Wilson. Carpentry, etc.	240. 00	
	J. & MD Andrew. Plastering, etc.	240. 00	
	R.T. Houghton. Painting	255. 22	
	Y. Brown. Historical research	297. 50	
	Tanner, Middleton. Timber. Restorations.	43. 81	
	Academy Arts. Restoration Picture Frames	675. 00	
	I. Wilson. Carpentry, etc.	300. 00	
	Lib. N.S.W. Photocopies. Documents	1. 71	
	J & M.D. Andrew. Plastering, etc.	300. 00	
BY:	Revenue		3,600. 50
	Balance cd. fwd at 31.10.1977	9,450. 37	
		$13,831. 21	$13,831. 21

...2

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MAJOR COMMITMENTS

	$
Kitchen complex - restorations, say	900. 00
Kitchen complex - electrical work	2,050. 00
Boardroom - re-wiring	480. 00
Restoration of sulky	1,428. 00
Re-building of display units. Costume room	300. 00
Remaining work as detailed in House Committee Report of July, 1977	4,265. 00
Contingencies	500. 00
	$9,923. 00

Therefore, the approximate amount of money required to fund known commitments beyond that currently available is $472.63 which is less than one weeks income at present rate of earnings.

A.E. Hobson
SECRETARY/MANAGER
8.11.1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 27

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaue ane ..ise..istoric..ite

at Bank of N.S.W. - Vaucluse (bank and branch)

for the period ended 5th October, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
139/140	053469/70	Salaries and wages. w.e. 28.9.77 (nett		1,126. [illegible]
		Public Moneys a/c " " Income tax deductions		302. 75
141	053471	Telephone account: 337 1957		93. 05
142	053472	Perfection Plate Pty. Ltd.		48. 69
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 1,860. 90

Vouchers totalling $ 760-90 were recouped on 17.11.77.

Accountant,

per:

ADVICE OF RECOUPMENT

87 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 28

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 5th October, 1977, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
143	053473	R.T. Houghton		300. 00
144	053474	J. & M.D. Andrew Pty. Ltd.		300. 00
145	053475	Ivor Wilson		300. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 900. 00

Vouchers totaling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

05

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 29

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of [illegible] (bank and branch)

for the period ended [illegible] 1977, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
146	053476	Summit Souvenirs.		1,295. 20
		50% of Cost: $647. 60. Head Office Account 83.4934 (Books, Periodicals, etc.		
		50% of Cost: $647. 60. Special Purposes Account. 73. 26. 27		
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 1,295. 20

Vouchers totalling $[illegible] were recouped on 12/10/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059–3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 30

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 12.10.1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
147/8	053477/8	Salaries and wages. w.e. 5.10.77 (gross)		1310.	11
		Public Moneys a/c " Income tax deductions		268.	35
149	053479	J. Griffin		13.	50
150	053480	Franos Trading Co.		230.	00
151	053481	Government Stores Department		235.	16
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$2,057.	12

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

67 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

70

1 OCT 1977

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 71

RECOUP SUMMARY

Park code

EXPENDITURE FROM ADVANCE A/C OF Vaucluse Hou e .istoric Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended , 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
152	053482	Drystat Pty. Limited		480.	00
153	053483	Ivor Wilson		24..	00
154	053484	J. . M.D. Andrew . ty. Ltd.		240.	00
155	053485	E.T. Houghton		253.	24
156	053486	Yvonne Brown		297.	50

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 1,520. 74

Vouchers totalling $ 1,520.74 were recouped on 21/10/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 32

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible] to [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 12.10.1977, 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
157/8	053487/8	Salaries and wages. w.e. 12.10.77 (nett)		1529. 82
		Public Moneys a/c (Income tax deductions)		319. 90
159	053489	Branos Trading Co. Pty. Ltd.		160. 00
160	053490	A. Glasgow		126. 73
161	053491	Metropolitan Water Sewerage & Drainage Board		147. 84
162	053492	Campsie Mower and Chain Saw Centre		9. 00
163	053493	Copy Cat Printing		20. 00
164	053494	E. Best		100. 00
165	053495	R. Tullipan		135. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,546. 29

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5039–3 V. C. N. BLIGHT, GOVERNMENT PRINTER

72

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 33

RECOUP SUMMARY

Park code [illegible]

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended [illegible], 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
166	053496	Tanner Middleton Pty. Limited	43. 81	
167	053497	Academy Arts Pty. Ltd.	675. 00	
168	053498	Council of the Library of N.S.W.	1. 71	
169	053499	Ivor Wilson	300. 00	
170	053500	J. & M.D. Andrew Pty. Ltd.	300. 00	

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. .. [illegible]

TOTAL TO BE RECOUPED $1,320. 52

Vouchers totalling $ 1320.52 were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

67 5033-3 V C. N. BLIGHT, GOVERNMENT PRINTER

73

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 34

RECOUP SUMMARY

Park code ....

EXPENDITURE FROM ADVANCE A/C OF Vaucluse Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 20.10.1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
171/2	053401/2	Vaucluse House Historic Site Salaries and wages. w.e. 19.10.77 (nett).		1,314.
		Public moneys a/c. w.e. 19.10.77 Income tax deductions		276. 50
173	053503	Eastern Suburbs Lime & Cement Store		56. 10
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 1,677. 31

Vouchers totalling $ 1[illegible] were recouped on 3/11/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8058—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

74

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. ....

RECOUP SUMMARY

Park code ....

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at ..... (bank and branch)

for the period ended ....., 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
174	C53304	Tanner Liddleton Pty. Ltd.		130.	87
175	C53305	J. & P.L. Andrew Pty. Ltd.		300.	00
176	C53306	Ivor Wilson		300.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 743. 87

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V C N. BLIGHT, GOVERNMENT PRINTER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 17TH NOVEMBER, 1977
AT 5.00 P.M.

A G E N D A

1. Apologies for absence.

2. Confirmation of minutes of meeting held on 20.10.1977

3. Matters arising from minutes

4. Correspondence

5. General Business
   - (i) To receive report from the President on interview with Mrs. Avenell re Tea Room service
   - (ii) To receive allocations by the Service to the General Account
   - (iii) Re-organisation of sub-committees

6. Reports of sub-committees
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum

7. Secretary/Manager's report

8. Finance

   Accounts paid since the last Recoupment Summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 17TH NOVEMBER, 1977

PRESENT:	Mr. K.R. Doyle	President (in the chair)
	Mr. P. Cook	Vice President
	Mr. R. Rowe	
	Mr. W.M. Nolan	
	Mrs. H.A.R. Snelling	
	Mr. G.W. Sample	
	Mr. H.A.R. Snelling	Counsellor
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:
Messrs. Finlay, Cramer-Roberts

ON LEAVE OF ABSENCE:
Mr. E.C. Colman

The President welcomed the new Trustees, Mrs. H.A.R. Snelling and Mr. G.W. Sample.

MINUTES:
The minutes of the last meeting were confirmed.

MATTERS ARISING:
The Secretary/Manager reported that the electrical installations in the south wing had been satisfactorily completed.

In respect of the enlargement of the service area to facilitate the removal of the paint shop and heavy timber storage from the stable block, the Trustees gave approval in principle to a sketch plan and proposals put forward by the Secretary/Manager. The Grounds Committee plus Mr. Rowe were instructed to examine the proposals in detail and if satisfied tenders could then be called for carrying out the work.

The Vice President reported that he had looked into the matter of illustrations for the proposed souvenir brochure. It was agreed that all further work on this brochure in respect of format should be left to the Vice-President and the Secretary/Manager.

With regard to the proposed voluntary "warden" or "guardian" scheme, the President tabled the copy of a circular letter he had written to forty members of the Friends. The Trust congratulated the President on the contents of this letter and expressed the view that if it did not produce the required number of volunteers, nothing would.

The restored sulky was back in position in the Coach House. All Trustees present agreed that Tom McCotter had done an excellent job. The President thanked Mr. Nolan for so generously donating the leather for the seat and backrest.

CORRESPONDENCE:
A letter from the Minister for Lands regarding the appointment of the three new Trustees was read and its contents noted. The Secretary/Manager's reply to this letter was read and approved.

A letter from the Australian Heritage Society asking permission to include two or three pictures of the House in a forthcoming

issue of their quarterly magazine was granted at no charge to the Society.

An application from an artist, Mr. Noel Hoare to include a painting of the House in a give-away calendar he is preparing for the N.S.W. Permanent Building Society was granted. There would be no charge in view of the publicity value of this project. A suitable acknowledgment to the Trustees will be given on the calendar.

An acknowledgment from the Town Clerk of Woollahra, of receipt of the Secretary/Manager's letter regarding parking of coaches in Olola Avenue was received. The President said that according to Mr. Hunt, Engineer to the Council and Chairman of the Traffic Committee, he had not sighted the letter and in the circumstances the Secretary/Manager was asked to check up. (The Secretary/Manager has been assured by Mr. Grant, Deputy Engineer, that the letter has been received and will be considered at the December meeting of the Committee.)

GENERAL BUSINESS:

(i) At the invitation of the President, Mrs. Avenell attended upon the Trustees at 6.00 p.m. She advised that without informing her, the solicitors for M. Avenell Pty. Ltd., had been "sitting on" the latest copy of the lease for six weeks and had now been duly admonished. (The solicitors had also telephoned the President and apologised.) Whilst her company were still not happy about one or two clauses in the lease, she understood that the Minister for Lands was not prepared to consider any further modifications and in these circumstances they were prepared to sign.

Mrs. Avenell also advised that they were prepared to abide by the original proposals contained in their application for the franchise and said that her company had already spent $12,000 on new crockery, furnishings for the Tea Room etc.

Once the lease was signed by the Minister her company would make the necessary application to the Court for the limited restaurant licence on the terms as previously approved by the Trustees.

In return the Trustees would honour their obligation to glaze the eastern side of the Tea Rooms and instal toilets, etc. suitable for the granting of the limited alcholic beverages licence.

Mrs. Avenell also suggested that a wheel chair ramp would be a valuable addition to the amenities of the Tea Room. The Trustees undertook to carry out a feasibility study to determine if this was desirable or necessary.

Mrs. Avenell then retired from the meeting. Some further discussion took place and resulting from this, Mr. Rowe and the Secretary/Manager were requested, with the co-operation of Service architects, to obtain a re-costing for the glazing of the eastern side of the Tea Rooms and the installation of the necessary toilets. In addition Mr. Rowe was to put forward his recommendations for the effective repair of a section of leaking roof. A survey of the electrical wiring would also be made.

(ii) The meeting received and approved the allocations to the General Account amounting to $38,450.00 (1976/1977 allocation - $34,108.00).

(iii) The proposed re-organisation of the sub-committees prepared by the President and Secretary/Manager was approved. (Copy attached for reference).

REPORTS OF SUB-COMMITTEES:

(i) House. The convenor advised that he had nothing to add to what had already been discussed and what had appeared in the Secretary/Manager's report.

(ii) Legal, Insurance and P.R. All relevant matters had been dealt with under General Business.

(iii) Grounds. The acting convenor, Mr. Nolan advised that he had nothing further to add to what had been previously discussed.

(iv) Museum. Mr.Snelling reported that as a result of Professor Ward's examination of the material in the Wentworth Room a few amendments were required and the Professor was also supplying some additional information.

Miss Barbara Sullivan of Interpretations Section would also be visiting again regarding lay-out and display.

SECRETARY/MANAGER'S REPORT:

This, having been circulated with the minutes, was formally accepted.

FINANCIAL REPORT:

This, having been circulated with the minutes, was formally approved.

At the President's request, for the benefit of the new Trustees present, the Secretary/Manager gave a resume of the Trust's financial operations with particular reference to the "Special Purposes Account".

Recoup summaries 27 to 35 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS:

The President, on behalf of all Trustees, congratulated the Secretary/Manager on being elected a Member of the International Council of Museums.

There being no further business to discuss the President declared the meeting closed at 8.10 p.m.

Signed as a true record

President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

Format of Sub-Committees from 17.11.1977

President -- ex officio member of all committees

HOUSE
Convener: Mr. Cook (Vice President)
Mr. Rowe
Mrs. Snelling

GROUNDS (including Ancillary Buildings)
Convener: Mr. Colman (Treasurer)
Mr. Nolan
Mr. Sample
(Plus Mr. Rowe when architectural advice is required)

LEGAL, INSURANCE AND P.R.
Convener: Mr. Finlay
Mr. Cramer-Roberts

MUSEUM
Convener: Mr. Snelling (Counsellor)
Mr. Yelland (co-opted)

REPRESENTATIVES ON FRIENDS' COMMITTEE
Mr. Cramer-Roberts
Mr. Rowe

SOCIAL FUNCTIONS (as necessary)
Mrs. Snelling
Secretary/Manager

HONORARY ADVISERS

History
Professor J. Manning Ward
Challis Professor of History
The University of Sydney

Botanical and Horticultural
Dr. L.A.S. Johnson
Director of the Royal Botanic Gardens, Sydney

Architecture
Mr. G.P. Webber
Acting Director, Planning and Environment
Commission (N.S.W.)

RETAINED CONSULTANT ARCHITECT
Mr. Clive Lucas. M.B.E.,

The Secretary/Manager is available to give advice or information to all sub-committees.

VAUCLUSE HOUSE HISTORIC SITE

November, 1977

FROM: Secretary/Manager TO: The Trustees

STAFF:

During the month there was some short duration absenteeism through illness amongst the grounds staff.

Mrs. O. Sames resumed her duties as week-end desk clerk on 3rd December.

Subject to approval at the Trustees' meeting on 15th December, the writer will be taking leave from 19.12.1977 to 6.1.1977 as he has reached the accumulated leave limit of 50 days in hand.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS;

The lace curtains to the bay windows in the drawing room have been taken down and dry cleaned. The duplicate set is now in position and should be alright for two years.

Whilst at the House Mansours examined the draped curtains in the master bedroom and advised that they would fall to pieces if any attempt was made to re-model. If cleaned, they would fall to pieces. I would recommend that new ones be acquired.

Construction of the new showcases in the costume room has been completed. They are now being painted, after which the lighting units will be re-fitted. When this has been done I have arranged for Mrs. Kiernan to supervise the re-arrangement of the costumes, clothing and bric-a-brac.

Work is now progressing well in the Great Kitchen and the scullery - the mantelpiece was fixed in position on the 6th December and we are now proceeding with installation of the shelving. Mr. Lucas visited the Site on the 5th and gave his approval of the work done and his instructions regarding the work in progress.

The Indian-red paint made up specially for us by Universal Paints has been delivered and painting of the exterior woodwork will be re-commenced as soon as the costume room is finished.

VAUCLUSE PARK:

Despite the continuing spell of dry weather, the grounds staff have kept the formal gardens in good condition, and have done their best with the paddocks. The beach paddock has been mowed and the beach cleaned. Despite the provision of extra large litter bins, visitors still throw dozens of empty drink containers and other rubbish around the area each week. The rubbish includes discarded sanitary towels, human excreta and toilet paper. I feel that consideration should be given to building a toilet block on the beach paddock as sometimes there are hundreds of people using it during fine week-ends. Cleaning this paddock is very unpleasant work for our grounds staff. People living in houses overlooking the beach paddock have observed grown men and women relieving themselves in full view of other members of the public.

A.E. Hobson
SECRETARY/MANAGER

- 8 DEC 1977

NOVEMBER, 1977

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income	
80¢	3,185	$2,548. 00	
40¢	923	369. 20	
30¢	303	90. 90	
Coach Tours and Party Admissions by vouchers:			
80¢	2,101	1,681. 00	
40¢	208	83. 20	
30¢	331	99. 30	
	7,051	4,871. 60	($4,323.50)

COMPARATIVE CUMULATIVE TOTALS		
Financial Year	1976/1977	1977/1978
22 weeks	33,538	37,706

COMPARATIVE MONTHLY TOTALS		
November	6,707	7,051

REVENUE
This again was a satisfactory month for admissions to the House being some 300 more than for the corresponding period last year.

Total income for the month was $5,770.88 of which general revenue due to N.P. and W.S. was $3,106.68 whilst $2,664.20 was credited to the Special Purposes Account.

BUDGET
Allocations to the General Account were received at the Trustees' meeting on 17th November, 1977. We have operated within these allocations for the first five months of the current financial year.

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr.
BY:	Balance bt. fwd. at 1.11.77		$ 9,450. 37
TO:	Tanner Middleton. Timber	$ 138. 87	
	J & MD Andrew. Plastering, etc	305. 00	
	I. Wilson. Carpentry, etc	300. 00	
	T. McCotter. Restoration of sulky	1,428. 00	
	Dunn. Electronics. Burglar Alarm System	48. 50	
	Tanner Middleton. Timber	81. 42	
	Library of NSW. Photocopies	2. 70	
	J & MD Andrew. Plastering etc.	300. 00	
	I. Wilson. Carpentry, etc.	300. 00	
	J & MD Andrew. Plastering etc.	330. 00	
	I. Wilson. Carpentry, etc.	330. 00	
	Fisher Lucas. Arch. Retainer fee	500. 00	
	I. Wilson. Carpentry, etc.	330. 00	
	J & MD Andrew. Plastering etc.	264. 00	
	J & MD Andrew. Plastering etc.	267. 00	
	I. Wilson. Carpentry, etc.	330. 00	
	M. Thompson. Photography	99. 75	
	J & MD Andrew. Plastering etc.	330. 00	
	I. Wilson. Carpentry, etc.	330. 00	
BY:	Revenue		2,664. 20
TO:	Balance cd. fwd. at 30.11.77	7,099. 33	
		$12,114. 57	$12,114. 57

...2

		$
	MAJOR COMMITMENTS	
	Kitchen complex -- restorations, say	600. 00
*	Kitchen complex -- electrical work	2,050. 00
*	Boardroom - re-wiring	480. 00
	Remaining work as detailed in House Committee report of July, 1977, say	4,000. 00
	Contingencies	500. 00
		$7,630. 00

* Work completed, but invoices not yet received.

Therefore, the approximate amount of money required to fund known commitments beyond that currently available is $530.67 which is less than one weeks normal earnings.

Estimated income which will accrue to the Special Purposes Account in the remaining seven months of current financial year is approximately $17,000.00. I would recommend that we plan the spending of at least $15,000.00 of this money before the 30th June, 1978 so that there is not too great a credit balance to be carried over into the financial year 1978/1979.

It should also be noted that I have had a telephone call from Mr. Bob Ellicott Q.C., M.H.R., Member for Wentworth, advising that our application for a grant, from the "National Estate Fund" administered by the Federal Minister of the Department of Planning and Environment, has been successful. We have been allocated $20,000.00 towards the restoration of the fabric of the House.

Additionally, under the five year programme the Service have allocated $60,000.00 to be spent on masonry and roofing restorations in the period 1st July, 1980 to 31st June, 1982. This means that exclusive of Special Purposes Account the Trust will have available a total of $80,000.00 to spend on fabric restorations of the House, stables, old laundry, boardroom and guardhouse in the next four years. Anticipated income accruing to Special Purposes Account in the next four years is at least $120,000.00. Therefore, the total money available to spend on the up-grading of the House and ancillary buildings during the next four years is in excess of $200,000.00. Money already allocated by the Service under the five year plan for ground improvements is $84,000.00 with a further $20,000.00 available for completion of the damp proofing of the House by the electro-osmosis method.

A.E. Hobson
SECRETARY/MANAGER
7.12.1977

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 36

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible] historic site

at [illegible] (bank and branch)

for the period ended 2nd [illegible], 1977

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
177/178	053507/8	Salaries and wages. w.e. 26.10.77 (nett)		1,414. 34
		Public Moneys a/c. w.e. 26.10.77 income tax deductions		300. 80
179	053509	Petty cash expenses		58. 70
180	053510	Franos Trading Co. Pty. Ltd.		157. 00
181	053511	Met. Water Sewerage & Drainage Bd.		312. 40
182	053512	Government Insurance Office		2422. 33
183	053513	Rose Bay North Cellars		124. 50
184	053514	John Dewar & sons Ltd.		119. 57
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 4,909. 64

Vouchers totalling $4909.64 were recouped on 15/11/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 37

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended [illegible], 19[illegible]

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
185	053515	T. McCotter Pty. Ltd.		1,428. 00
186	053516	Dunn Electronics		48. 50
187	053517	Tanner Middleton Pty. Ltd.		81. 42
188	053518	Library of N.S.W.		2. 70
189	053519	J. & M.D. Andrew Pty. Ltd.		300. 00
190	053520	Ivor Wilson		300. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $2,160. 62

Vouchers totalling $2160.62 were recouped on 12/11/[illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

67 5038-3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 7

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 2.11.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
191/2	053521/2	Salaries and wages. w.e. 2.11.77 (nett)		1,370.	17
		Public moneys a/c. Income tax deductions		283.	30
193	053523	Ralph H. Clark		490.	00
194	053524	Ralph H. Clark		910.	00
195	053525	J. Griffin		11.	00
196	053526	D.H. Cameron & Coy		207.	84
197	053527	Eugene Mansour Pty. Ltd.		50.	00
198	053528	Sydney County Council		485.	24
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 3,807.	55

Vouchers totalling $ 3807.55 were recouped on 16/11/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5056-3 V C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. .....

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at ..... (bank and branch)

for the period ended ....., 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped	
				$	c
199	053529	J. & M.D. Andrew Pty. Ltd.		330.	00
200	053530	Ivor Wilson		330.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $660. 00

Vouchers totalling $ 660-00 were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 40

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of ..... Vaucluse (bank and branch)

for the period ended 16.11.77, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
201/2	053531/2	Salaries and wages. w.e. 9.11.77 (nett)		1,598.	58
		Public moneys a/c. Income tax deductions		326.	65
203	053533	Copy Cat Printing		34.	20
204	053534	Perfection Plate Pty. Ltd.		157.	90
205	053535	Michael Thompson Photography		30.	52
206	053536	B. Best		150.	00
207	053537	Caltex Oil (Aus) Pty. Ltd.		32.	98
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2,320.	83

Vouchers totalling $2320.83 were recouped on 12.1.77

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 41

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible] SITE

at Bank of N.P.W. Vaucluse (bank and branch)

for the period ended 16.11.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
208	053538	Fisher Lucas.		500	00
209	053539	Ivor Wilson		330	00
210	053540	J. & M.D. Andrew Pty. Ltd.		264.	00
		SPECIAL PURPOSES ACCOUNT 73. 26. 27			
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$1,094.	00

Vouchers totalling $ 1094.00 were recouped on 2/11/77

Accountant,

per:

ADVICE OF RECOUPMENT

67 8088—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 15TH DECEMBER, 1977
AT 5.00 P.M.

A G E N D A

1. Apologies for absence

2. Confirmation of minutes of meeting held on 17.11.1977

3. Matters arising from minutes

4. Correspondence

5. General Business.
   (i) To receive allocations from the Service under the "Five Year Plan".

   (ii) To receive report on Tea Room and Kiosk (Mr. Rowe)

   (iii) To receive report on visit to Fontaine-de-Vaucluse, France. (Mr. Colman)

   (iv) Guardian Scheme (The President)

6. Reports of sub-committees
   (i) House

   (ii) Legal, Insurance and P.R.

   (iii) Grounds

   (iv) Museum

7. Secretary/Manager's report

8. Finance

   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business

A.E. Hobson
SECRETARY/MANAGER

NOTE:- In accordance with the usual practice there will be no Trustees' meeting in January, 1978.

The next meeting will be on Thursday, 16th February, 1978.

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 15TH DECEMBER, 1977

PRESENT:	Mr. K.R. Doyle	President (in the chair)
	Mr. P. Cook	Vice President
	Mr. E.C. Colman	Treasurer
	Mr. R. Rowe	
	Mr. W.M. Nolan	
	Mrs. H.A.R. Snelling	
	Mr. A.E. Cramer-Roberts	
	Mr. H.A.R. Snelling	Counsellor
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:
Mr. G.W. Sample

The President welcomed Mr. Cramer-Roberts to his first meeting of Trustees.

MINUTES:
The minutes of the last meeting were confirmed.

MATTERS ARISING:
Further to the matter of the Souvenir Brochure it was agreed that Mr. Cook and the Secretary/Manager should make a survey of brochures, souvenirs etc. which were currently available for sale to the public.

It was noted that no further letter had been received from the Town Clerk of Woollahra Council regarding the proposed ban on the parking of coaches in Olola Avenue.

The President advised that in respect of the proposed lease of the Tea Room to Michael Avenell Pty. Ltd., he had interviewed Mrs. Avenell once again. She was still objecting to certain clauses in the lease, particularly insofar as the commencement date was concerned. The President also read a letter he had received from the Company asking for nine further amendments to the lease.

The meeting confirmed that the President should continue to negotiate this matter with both Michael Avenell Pty. Ltd. and the Service.

CORRESPONDENCE:
The Secretary/Manager tabled a review of fees and charges made by the Service and approved by the Minister for Lands.

Whilst the current fees for admission to Vaucluse House have been approved in this review, the Secretary/Manager suggested that a formal review of our charges should be made at the next meeting, as if any increases were contemplated we have to get formal ministerial approval and also honour the undertaking, given to all coach companies and tour organisers, to give six months notice of any alterations.

It was decided that this matter should be entered on the agenda for the next meeting on 16th February, 1978.

GENERAL BUSINESS:

(i) The Trustees expressed satisfaction with the allocations made by the Service under the five year plan. The Secretary/Manager advised, that insofar as the proposed re-building of the public toilets was concerned he had discussed the existing toilets with Mr. Bruce Eels, Service Architect, who had agreed that the present building was sound, but needed renovation and some upgrading. The cost of this upgrading would probably be in the region of $5,000. It was therefore suggested, that if feasible, the Service should be asked to consider transferring part of this allocation to the provision of an additional toilet block to be sited on the beach paddock. This paddock was heavily used in the summer months and complaints had been received from local residents that visitors to the paddock were urinating defaecating on the beach and grass.

The meeting instructed the Secretary/Manager to discuss with the Metropolitan Water Sewerage and Drainage Board the feasibility of running a sewer line to the paddock. If the answer was affirmative then he should approach the Service regarding re-allocation of funds for the work to be carried out.

(ii) Mr. Rowe reported that he and the Secretary/Manager had met Mr. Bruce Eels, Service Architect, on site at the Tea Rooms. As a result of discussions and examination of the structure the following recommendations were made to the Board for consideration:-
(a) Kitchen area (on south side). The greater part of this section was erected in 1946 using a hodge-podge of materials (all building materials were in short supply just after World War 11). If the lessee intended to proceed with the establishment of a proper restaurant then it would be essential to provide full kitchen facilities. In these circumstances it was recommended that the whole of this section be pulled down and rebuilt, preferably in brick. The cost was estimated at approximately $40,000 to $45,000 with public toilets. If, however, the lessee continued to operate only a tea room then an up-grading of the present structure would suffice and no public toilets would be required. Cost of this would be approximately $6,000 to $8,000.

(b) Kiosk and Tea Room (Public areas). The western wall is out of alignment in some places. Mr. Eels did not believe this was serious, but felt a civil engineer's opinion was desirable; he would therefore, arrange for an examination by the engineer from the Service, Mr. John Lehane. (This subsequent examination showed that the building was structurally sound, but some bracing was necessary to preserve it for the future. Mr. Lehane promised to give us details of how this could be done, when he returned from overseas leave in mid-Febrary, 1978).

To carry out a full up-grading of the kiosk and kitchens it would be necessary to close the establishment for three to four months, preferably in the winter.

Even if it was decided to carry out partial upgrading it would be necessary to close down the operation whilst the building was braced and the east side glazed.

Mr. Lehane had advised against glazing until the building had been braced.

The President thanked Mr. Rowe for his report.

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In the discussion which followed Mr. Finlay considered that as the Tea Room was a desirable adjunct to the House we should be prepared to carry out a long term upgrading of the building and the services it provided.

Mr. Nolan expressed the opinion that,as the lessee had not signed the lease and had benefited during the three years by not having the rental raised, as provided in the proposed lease, the rental should be raised to an initial $160.00 per week, if we go ahead with the proposed renovations. In any case it should go up to at least $120.00 per week to partially off-set the effects of inflation since 1974.

Mr. Colman said that he was in favour of the lessee establishing a licenced restaurant within the building and this was not possible without a full renovation of the kitchen area. He therefore supported a full renovation programme.

All Trustees present indicated that, providing the future lessee was prepared to go ahead with a licenced restaurant at the appropriate time, they favoured complete renovation of the Tea Rooms.

The President said that in these circumstances he would talk to the Director regarding the financing of the scheme. It was agreed that the President and the Executive should handle these matters and report back to future meetings as appropriate.

(iii) Mr. Colman gave a most interesting and instructive talk on his visit, with Mrs. Colman, to Fontaine-de-Vaucluse, France. They were, apparently royally entertained by M. Francoise Hoessevets, the historian, with whom the Secretary/Manager had corresponded over the last three years.

M. Hoessevets had indicated that he would be more than willing to help the Trust in any possible way; the Secretary/Manager was therefore requested to write asking him if he could give us more information than we had at the present time on Chevalier Peter Dillon and the La Perouse relics. Additionally, the Secretary/Manager was instructed to send M. Hoessevets a Christmas card and a portfolio of the drawings of Vaucluse House.

The President thanked Mr. Colman for his most entertaining account of the visit to Fontaine-de-Vaucluse and suggested that he might write an article for submission to the Wentworth Courier.

(iv). The President advised that he had received replies from sixteen members of the "Friends" expressing their willingness to serve under the "Guardian" scheme. With the ten previous volunteers there were now enough people to start a pilot scheme.

REPORTS OF SUB-COMMITTEES

(i) House.

The Vice-President, as convener, advised that good progress was being made with restoration and re-painting. Details of the work carried out during the previous month were available in the Secretary/Manager's report.

(ii) Legal, Insurance and P.R.,

The Secretary/Manager advised that satisfactory adjustments to the various insurance policies had been made in consultation with a representative of the G.I.O. After some discussion it was agreed that the policies should again be reviewed in May, 1978.

Mr. Cramer-Roberts advised that arrangments for the Carol Singing on the lawns was well in hand. Mr. David Wilkinson would be Master of Ceremonies and security in the hand of the Secretary/Manager.

(iii) Grounds

The Convener, Mr. Colman advised that he had followed up approaches made by the Secretary/Manager to Mr. Broadbent regarding the report on the formal gardens and hoped to have further information in time for the next meeting of Trustees.

Mr. Cramer-Roberts said that one or two members of the Friends had asked for information regarding the lopping of the "cotton-wood" trees in the south paddock.

The President replied that the decision to carry out the work had not been taken lightly and not without taking expert advice from the Service, the Forestry Commission and the Director of the Botanic Gardens. All had confirmed that the trees were over-mature and very dangerous and indeed should never have been planted in Vaucluse Park in the first place. Over the next few years they would be gradually replaced by appropriate native trees. The Secretary/Manager had a voluminous file on the subject which was available to Trustees. It was suggested that any further enquiries be directed to him.

(iv) Museum

Mr. Snelling advised that Miss Y. Brown would be visiting him during the following week to gather all the information required to formally apply for permission, to various bodies, to exhibit certain copies of documents in the Wentworth Room.

Early in the New Year, Miss Barbara Sullivan of the Service Display Section would finalise the format of the exhibition in the Wentworth Room.

It was hoped that completion of the work would be effected by April, 1978.

SECRETARY/MANAGER'S REPORT

With reference to the replacement of the worn out curtains in the master bedroom, Mr. Cook and Mrs. Snelling were requested to deal with this matter after consultation with our architect, Mr. C. Lucas.

The Secretary/Manager's suggestion regarding a toilet block on the beach paddock had already been dealt with in item (i) of General Business.

The report was then formally accepted.

FINANCIAL REPORT

This, having been circulated with the minutes, was formally adopted.

Recoup summaries 36 to 41 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS

In respect of the forthcoming grant of $20,000 from the National Estate Fund, Mr. Finlay mentioned that the original application was made during Mr. Yelland's term of office as President of Trustees. Since Mr. Yelland is no longer a member of the Board he felt that some formal acknowledgment of his initial efforts should be made. The Board unanimously agreed with Mr. Finlay and the President undertook to write a suitable letter of thanks not only to Mr. Yelland, but also to Mr. R. Ellicott, M.H.R.,

Member for Vaucluse, who had undoubtedly kept this matter before the Minister for the Environment. He would also write a formal letter of thanks to the Minister.

The President also thanked Mr. Finlay for the part he had played in pursuing the application to a successful conclusion during his two year term of office as President of Trustees.

There being no further business to discuss the President declared the meeting closed at 8.20 p.m.

Signed as a true record.

Secretary/Manager

President

VAUCLUSE HOUSE HISTORIC SITE

Report for December, 1977 and January, 1978.

FROM:- Secretary/Manager TO:- The Trustees

STAFF

Mr. and Mrs. John Kearney proceeded on a months leave on the 6th February, 1978. Mrs. J. O'Connor, desk clerk, returned from four days leave on the 6th February. Mr. Tony Simpson, park worker, returned to work on 6th February after one months leave. The writer returned to duty on the 5th January after ten days leave. Mr. Ivor Powell, park worker, will take ten days leave from 6th March. Mrs. Phyllis Hall will take twenty days leave commencing on 22nd March.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

The drain leading from the wine cellar to the creek which has given intermittent trouble over the past twelve months, finally blocked up completely and could not be cleaned with the"Electric Eel". Consequently it was necessary to dig down and expose the drain to find the cause of the blockage. In doing this Drain-o-matic Services have discovered a big manhole and sump, 8' deep with a cover 18" below the present surface of the paved yard adjacent to the guardroom door. This sump, which is not marked on any plan of the drainage system, was full of silt and rubble to a depth of over two feet. After cleaning out, the pipes, leading into it, were found to be in good condition and the water flowed freely. I have had the manhole cover brought up to be level with the surface to facilitate easy inspection and clearing in the future. The yard surface, after settlement, will be made good by our stonemason/park worker, Mr. Joe Ruggeri-Rure.

Repair work in the costume room was finished at the end of December and it was re-opened to the public on 2nd January, 1978. As Mrs. Kiernan had gone on holiday for six weeks, Mrs. Kearney laid out the displays in the re-built showcases and has done a very fine job. Mrs. Kiernan will be invited to inspect the room on her return and make any adjustments she deems necessary.

Restoration of the kitchen complex is proceeding well. Mr. Lucas has visited the House three times this year and has also provided us with some old early 19th century locks, for the doors, which are now with Mr. Paine of Vaucluse Locksmiths Pty. Ltd. for re-furbishing and the making of suitable keys. Yale locks have been removed from a number of doors and the unobtrusive Chubb locks fitted to match in with the existing master key system. Final restoration of the kitchen cannot be undertaken until after June, 1978 when the lower east, west and north walls are due to have the poultice render removed and final plastering done.

Meanwhile, the north wall containing the chimney breast, which did not require damp-proofing, will be fully restored and painted in appropriate colours selected by Mr. Lucas.

I have had the range cleaned, blacked and polished and it is now in position in the fireplace. Mr. Lucas is very satisfied with the appearance of the chimney piece. It does not seem likely, from conversations with Mr. Lucas that he is going to be able to find suitable old gantries for the fireplace and it will, therefore be necessary, to have them fabricated in wrought iron to sketches made by him.

Likewise, we have not been able to locate suitable benches to fit on either side of the chimney breast. The architect is therefore providing working drawings from which our carpenter, Mr. Ivor Wilson, will be able to make satisfactory reproductions.

VAUCLUSE PARK

The Drain-o-matic Services have surveyed the unsatisfactory sewerage line from the Head Gardener's Cottage to the main adjacent to the public toilets and will be submitting a quotation for renewal.

Another burst in a distribution water line under the east lawn occurred this month. This has been repaired, but it brought to light the fact that the main valve on the Olola Avenue periphery of the park was faulty. This also has been repaired together with a section of the main which was found to be porous.

All costs of these repairs will be met from allocations to item 27 of the general account.

Excellent falls of rain during the month have resulted in a great improvement in the appearance of the lawns and paddocks and have reduced the considerable fire hazard which had existed in the park during the previous three months.

High winds recently brought down three large branches from trees and a considerable quantity of smaller branches. No great damage occurred. The grounds staff cleaned up with their usual efficiency.

GENERAL.

Mr. and Mrs. Snelling have kindly donated a good pair of wrought iron gates which could be used to replace the gates which used to exist at the south entrance of the park opposite Petrarch Avenue.

The New South Wales General Manager of Ansett-Pioneer Coaches, Mr. Lamb and his Traffic Manager called at the House on the 2nd February to complain about the coach parking ban on Olola Avenue. I told him that the Trust had been powerless to prevent this and asked him to write a letter for consideration at the next Trustees' meeting. This letter is now to hand and will be tabled at the meeting on the 16th February.

As a result of the restorations being carried out at Greycliffe House I had for some time found that the practice of keeping our bulk stocks of literature there was far from satisfactory from a dirt and security point of view. I therefore, had our loft above the old paint shop cleaned up and have now transferred these stocks, thus bringing them under closer personal control.

Stocks of Guide Books are now under 20,000 copies and I would therefore, seek approval to order a re-print of 50,000, the costs as usual to be shared equally between the Special Purposes Account and the Head Office literature account.

A.E. Hobson
SECRETARY/MANAGER

8 FEB 1978

DECEMBER, 1977

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	2,090	$1,672. 00
40¢	704	281. 60
30¢	320	96. 00
Coach Tours and Party		
Admissions by voucher:		
80¢	895	716. 00
40¢	390	156. 00
30¢	365	109. 50
	4,764	$3,031. 10 ($3,043.10)

COMPARATIVE CUMULATIVE TOTALS Financial Year	1976/1977	1977/1978
26 weeks	38,385	42,470

COMPARATIVE MONTHLY TOTALS		
December (4 weeks)	4,847	4,764

REVENUE

Following the usual trend this was a quiet month for admissions, nevertheless, for the first six months of the current financial year there has been an increase of over 4,000 admissions to the House compared with the corresponding period in the 1976/1977 financial year.

Total income from all sources was $5,448.52 of which general revenue due to the N.P. and W.S. was $3,021.77 whilst $2,426.75 was credited to the Special Purposes Account.

BUDGET

The general account has been operated within the allocations provided by the Service for the first six months of the financial year.

SPECIAL PURPOSES ACCOUNT

Item	Dr.	Cr.
BY: Balance bt.fwd at 1.12.77		$ 7,099. 33
TO:		
R.T. Houghton. Painting	$ 165. 00	
I. Wilson. Carpentry	330. 00	
J. Andrew. Plastering etc.	330. 00	
I. Wilson. Carpentry	330. 00	
R.T. Houghton. Painting	330. 00	
J. Andrew. Plastering etc.	330. 00	
Universal Paints. Special paints	46. 00	
R.T. Houghton. Painting	330. 00	
I.Wilson	330. 00	
BY: REVENUE		2,426. 75
TO: Balance cd. fwd. at 31.12.77	7,005. 08	
	$9,526. 08	$9,526. 08

Cont ...

MAJOR COMMITMENTS

	$ ¢
Kitchen complex. Restorations, say	400. 00
Kitchen complex. Electrical work	2,050. 00
Boardroom. Re-wiring, etc.	480. 00
Remaining work as detailed in House Committee Report of July, 1977, say	3,000. 00
Contingencies	500. 00
	$6,430. 00

Therefore, the current surplus in the Special Purposes Account above known commitments is $575.08

A.E. HOBSON
SECRETARY/MANAGER

16.1.1978

VAUCLUSE HOUSE HISTORIC SITE

January, 1978

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income	
80¢	7,916	$6,332. 80	
40¢	1,923	769. 20	
30¢	1,723	516. 90	
Coach Tours and Party Admissions by vouchers:			
80¢	1,262	1,009. 60	
40¢	24	9. 60	
30¢	4	1. 20	
	12,850	$8,639. 30	($7,311. 20)

COMPARATIVE CUMULATIVE TOTALS Financial Year	1976/1977	1977/1978
31 weeks	49,300	55,320

COMPARATIVE MONTHLY TOTALS		
January	10,915	12,850

REVENUE

This has been an exceptionally good month with admissions to the House being nearly 2,000 more than for the corresponding period last year. I believe this increase was due to a lot of people from the country and interstate being in Sydney for the Festival.

Total income for the month was $12,752.35 of which general revenue due to the National Parks and Wildlife Service was $6,596.40 whilst $6,155.95 was credited to the Special Purposes Account.

BUDGET

The general account has been operated within the overall allocations made by the Service for the first seven months of the current financial year.

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr.
BY:	Balance bt. fwd. at 1.1.1978		$7,005. 08
TO:			
	I. Wilson. Carpentry	256. 00	
	R.T. Houghton. Painting	330. 00	
	R.T. Houghton. Painting	198. 00	
	I. Wilson. Carpentry	132. 00	
	M. Thompson. Photography	45. 00	
	Tanner Middleton. Timber	69. 34	
	R.T. Houghton. Painting	330. 00	
	I. Wilson. Carpentry	330. 00	
	R.T. Houghton. Painting	330. 00	
	I. Wilson. Carpentry	330. 00	
	Academy Arts. Picture framing, etc.	176. 70	
BY:	Revenue		6,155. 95
TO:	Balance cd.fwd at 31.1.1978	$10,633. 99	
		$13,161. 04	$13,161. 03

....2

MAJOR COMMITMENTS

	$	¢	
Kitchen complex - restorations, say	300.	00	
Kitchen complex - possible additional costs, say	700.	00	
Kitchen complex - electrical work	2,050.	00	now paid
Boardroom re-wiring, etc.	480.	00	now paid
Curtains and other refurbishing. Master bedroom, say	1,000.	00	
Remaining work as detailed in House Committee Report of July, 1977	2,500.	00	
Contingencies	500.	00	
	$7,530.	00	

Therefore, the current surplus in the Special Purposes Account above known commitments is $3,103.99

A.E. Hobson
SECRETARY/MANAGER
6.2.1978

VAUCLUSE HOUSE HISTORIC SITE

Grounds. Review in terms of partial historical restoration.

You will recall that Mr. James Broadbent undertook for a fee of $500 to report on the grounds and gardens with a view to a possible historical restoration in whole or in part.

In the meantime, he was appointed Curator at Elizabeth Bay House and has so far been unable to proceed with the assignment. However, on my return from abroad, I contacted him and obtained his assurance that he would shortly submit an interim report.

I also brought to his notice the Trust's intention to publish a brochure on the grounds and suggested that he might also be of assistance in that regard.

I am of the opinion that the pressures at Elizabeth Bay House have slackened somewhat and that we may soon have the full benefit of his services and advice.

E.C. Colman
Convener

VAUCLUSE HOUSE HISTORIC SITE

Proposed increase in storage space at rear of stables:

On 5th February, 1978, Messrs. Rowe, Nolan and I met on the Site to examine Mr. Hobson's proposal for an extension to existing storage space to provide for a bulk timber store and paint shop and store. Mr. Sample was unable to attend as he was still in New Zealand.

We decided (a) that the wooden building labelled (1) on attached plan should remain but that it should be painted; (b) that the shelter and fertilizer store (2) should be demolished; (c) that a building should be constructed to provide additional space (3) and replace demolished shelter.

The new building (probably a pre-fabricated structure) should provide for storage for verge mower, mechanical rake, trailer and sundry garden appliances, garage for tractor, utility, storage for fertilizer and pesticides, paint shop and store and bulk timber store. Such a building should be secure with lock-up doors.

Consideration should be given to removing galvanised iron enclosure since the existing wooden building and proposed new building could be made secure in themselves.

The shelter housing tractor, utility etc. is insubstantial, dilapidated and partially open to weather. It is not worth preserving and to add to it would make the unsightly more so by contrast.

Furthermore, we recommend that the garage - storage - garden maintenance area be enclosed by a six feet high brush fence. We are aware that such a fence is not historically correct but it would be in harmony with the woodland surroundings.

In relation to all of the above, I recommend that Mr. Rowe be requested to prepare a plan and specifications for the proposed new building in accordance with the views of the Grounds Committee and details of needs by Mr. Hobson. I have not mentioned this to Mr. Rowe who may well be diffident. However, he is sensitive to the needs of the House and a request for the services of a P.W.D. architect could delay the project for months.

Accordingly it is recommended (1) that plans and specifications for the new building be prepared and quotations secured; (2) that Mr. Hobson should have the lines of the proposed fence pegged and measured and obtain relevant quotations; (3) that a submission on the basis of the above be prepared and submitted for approval.

E.C. Colman
Convener

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. .....

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF Vaucluse

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 23.11.1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
211/212	0535412	Salaries and wages. w.e. 16. 1.77 (nett)		1,317. 11
		Public moneys a/c Income tax deductions		267. 50
213	0535413	Eastern Suburbs Lime & Cement Store		55. 3[illegible]
214	0535414	W. Paton (Fertilizers) Pty. Ltd.		148. 8[illegible]
215	0535415	Clay's Bookshop Pty. Ltd.		22. 50
216	0535416	Fremos Trading Co. Pty. Ltd.		251. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,062. 69

Vouchers totalling $ 2062.69 were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

67 5059-3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 43

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at Bank of New Zealand (bank and branch)

for the period ended 23.11.77, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c

[illegible] Reserves / Cobb
13. 20. 27

TOTAL TAXATION .. .. | |

TOTAL TO BE RECOUPED .. .. $

Vouchers totalling $..... were recouped on 6.12.[illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059–3 V. C. N. BLIGHT, GOVERNMENT PRINTER

105

NATIONAL PARKS AND WILDLIFE SERVICE

23 DEC 1977

Summary No. 44

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 30.11.1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
219/220	053549/50	Salaries and wages. w.e. 23.11.77 (nett)		1,375.	78
		Public moneys a/c. w.e. 23.11.77 Income tax deductions		249.	75
221	053551	Smith & Lane Pty. Ltd		23.	21
222	053552	Samuel Taylor		75.	93
223	053553	Cormald International Pty. Ltd.		29.	80
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 1,794.	47

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

67 5059-3 V C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

23 DEC 1977

Summary No. 45

RECOUP SUMMARY

Park code ...

EXPENDITURE FROM ADVANCE A/C OF ...

at ... (bank and branch)

for the period ended ..., 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
		Michael Thompson Photography		. 7
		J. & M.D. Andrew Pty. Ltd.		..
		Ivor Wilson		.

SPECIAL PROJECTS ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 759. 75

Vouchers totalling $ ... were recouped on 16/12/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5038-9 V. C. H. BLIGHT, GOVERNMENT PRINTER

S3 DEC 1911

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5 JAN 1978

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 16

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at ..... (bank and branch)

for the period ended ....., 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
227/8	053557/8	Vaucluse House. Salaries and wages. w.e. 30.11.77 (nett)		1,502.	02
		Public moneys a/c. w.e. 30.11.77 Income tax deductions		220.	10
229	053559	Petty Cash expenses		46.	53
230	053560	J. Griffin		12.	50
231	053561	Caltex Oil (Aus) Pty. Ltd.		68.	32
232	053562	Samuel Taylor		12.	2[illegible]
233	053563	R Franos Prading Co. Pty Ltd.		141.	00
* 234	053564	Scott Ironmar Ltd.		4.	45 *
235	053565	Perfection Plate Pty. Ltd.		352.	66

11 JAN 1978

106

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. ....7....

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 7.12.77, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped	
				$	c
236	053566	P.T. Houghton		165.	00
237	053567	Ivor Wilson		250.	00
38	053568	J. & L.D. Andrew Pty. Ltd.		350	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. .. | |

TOTAL TO BE RECOUPED .. .. $ 625. 00

Vouchers totalling $625.00 were recouped on 20/12/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059/3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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11 JAN 1978

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 48

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 14th December, 1977, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
239/40	053569/70	Salaries and wages. w.e. 7.12.77 (nett)		1,714. 26
		Public moneys a/c. Income tax deductions		322. 15
241	053571	Rover Mowers (Aust) Pty. Ltd.		172. 59
242	053572	R.F. Russell		165. 00
243	053573	Kalamazoo (Aus) Ltd.		77. 90
244	053574	Aus. Gas Light Coy.		31. 29
245	053575	Cory Cat Printing		36. 80
246	053576	Oxford Typewriter Repairs Pty. Ltd.		120. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,639. 99

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 3059–3 V C. N. BLIGHT, GOVERNMENT PRINTER

110

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 49

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 14th December, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
247	053577	Ivor Wilson		330	00
248	053578	R.T. Eoughton		330	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 660.00

Vouchers totalling $ 660.00 were recouped on 21/12/77

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5058—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 50

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 21.12.77, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
249/50	053579/80	Salaries and wages. w.e. 14.12.77 (nett)		1,607. 51
		Public moneys account. Income tax deductions.		376. 10
253	053583	Eastern Suburbs Lime & Cement Store Pty. Ltd.		147. 90
254	053584	R.B. Wyper Pty. Ltd.		71. 17
255	053585	Gibson Chemicals Limited		204. 46
256	053586	Victa Limited		105. 65
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,592. 61

Vouchers totalling $ 2592.61 were recouped on 4.1.78

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8059–3 V C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 54

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 2.1.78, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
251	053581	J. & M.D. Andrew Pty. Ltd.		330 00
252	053582	Universal Paint Mfg.X Co. Pty. Ltd.		46. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. .. |

TOTAL TO BE RECOUPED .. ... $ 376. 00

Vouchers totalling $376.00 were recouped on 4.1.78

Accountant,

per:

ADVICE OF RECOUPMENT

ST 6059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 52

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 20th December, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
257/8	053587/8	Salaries and wages. w.e. 21.12.77 (2 weeks) nett		2,990. 82
		Public Moneys a/c. Income tax deductions		621. 70
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. $		3,612.

Vouchers totalling $ three [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 57

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 28th December, 1977, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
259/79	053589	R.T. Houghton		330. 00
260	053590	Ivor Wilson		330. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 660. 00

Vouchers totalling $ 660.00 were recouped on 6/1/

Accountant,

per;

ADVICE OF RECOUPMENT

6T 8058—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 54/6

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of Adelaide, Vaucluse (bank and branch)

for the period ended 4.1.78, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
261/2	053591/2	Salaries and wages. w.e. 4.1.78 (nett)		1,413. 47
		Public Moneys a/c. Income Tax deductions		290. 00
		Under recoupment on Summary 46.		3. 00
		Voucher No. 234. Cheque No. 053564 Scott Bonnar. Should be $7.45 and not $4.45		
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 1,706. 47

Vouchers totalling $1,706.47 were recouped on 24/1/78

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5099—3 V C. N. BLIGHT, GOVERNMENT PRINTER

55

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 55

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 4.1.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
263	053593	Ivor Wilson		256. 00
264	053594	R.T. Houghton		330. 00
		SPECIAL PURPOSES ACCOUNT 73. 26. 27		
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 586. 00

Vouchers totalling $ [illegible] were recouped on 24/1/[illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8089—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 56

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 11.1.78, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
265/6	053595/6	Salaries and wages. w.e. 11.1.78 (nett)		1,3 7. 7
		Public Moneys a/c Income tax deductions		282. 70
267	053597	Petty Cash		54. 18
268	053598	Pranos Trading		273. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,957. 75

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

57 118

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. [illegible]

RECOUP SUMMARY

Park code [illegible]

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended [illegible] 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
[illegible]	[illegible]	[illegible]		[illegible] 05
		Public Moneys a/c. Income tax deductions		28. 00
271	209201	J. Griffin		14. 50
272	209202	Deveson Jahn (Aus) Pty. Ltd.		67. 45
273	209203	Telecom Aus.		139. 63
274	209204	Met. Water Sewerage & Drainage Bd.		528. 50
275	209205	Campbell Brothers Limited		47. 93
276	209206	A. Glasgow		58. 35
277	209207	Drain-o-matic Services		156. 40
278	209208	Caltex Oil (Aus) Pty. Limited		3. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,702. 01

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ET 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

58 119

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. [illegible]

RECOUP SUMMARY

Park code 56

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended [illegible], 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped	
				$	c
279	209209	R.T. Houghton		198.	00
280	209210	Ivor Wilson		132.	00
281	209211	Michael Thompson Photography		45.	00
282	209212	Tanner Middleton Pty. Limited		69.	34
283	209213	Ivor Wilson		330.	00
284	209214	R.T. Houghton		330.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $1,104. 34

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

+ Please note: Recoup Summary 56 & 57 was received 15/1/78. Recoup Summary 58 was received on 18/1/78. On 27/1/78 [illegible]

ADVICE OF RECOUPMENT

SZ 5059-3 V. C. N. BLIGHT, GOVERNMENT PRINTER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 16TH FEBRUARY, 1978
AT 5.00 P.M.

A G E N D A

1. Apologies for absence

2. Confirmation of minutes of meeting held on 15.12.1977

3. Matters arising from minutes

4. Correspondence

5. General business
   (i) To review admission charges to the House

   (ii) To discuss ban on parking of tourist coaches in Olola Avenue.

6. Reports of sub-committees
   (i) House

   (ii) Legal, Insurance and P.R.

   (iii) Grounds

   (iv) Museum

7. Secretary/Manager's report

8. Finance

   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business.

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 16TH FEBRUARY, 1978

PRESENT:	Mr. K.R. Doyle	President (in the chair)
	Mr. P. Cook	Vice President
	Mr. R. Rowe	
	Mr. W.M. Nolan	
	Mrs. H.A.R. Snelling	
	Mr. G. Sample	
	Mr. A.E. Cramer-Roberts	
	Mr. H.A.R. Snelling	Counsellor
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:
Mr. E.C. Colman

MINUTES:
The minutes of the last meeting were confirmed.

MATTERS ARISING:
The Vice-President reported on the survey, made by himself and the Secretary/Manager, on the sales of publications and souvenirs. It was unanimously agreed that the position was very satisfactory and that the sales made a significant contribution to funds.

It was further agreed that the Vice President and the Secretary/Manager should make recommendations, either at the next meeting, or as soon as possible thereafter, regarding other publications which might be considered for sale.

The present range of souvenirs was considered to be adequate and to diversify these would not significantly increase income.

Insofar as the lease of the Tea rooms was concerned, the President reported that Mrs. Avenell had been on leave, but he had an appointment to see her on Friday, 17th February. He was also keeping in touch with the Service on this matter and would report any further developments at the next meeting.

The Secretary/Manager advised that, in connection with the tentative proposal to erect a toilet block on the beach paddock, the M.W.S. & D.B. envisaged no difficulty in providing a sewer line as the main ran along the southern periphery of the paddock and a subsidiary line ran adjacent to the western boundary servicing the house in Coolong Road abutting on to the paddock. A representative would be made available for on site discussions.

The President reported that a meeting would be held on Monday, 27th February, 1978 with "Friends" who had volunteered for the "Guardian" scheme. He would chair the meeting which would be addressed by Mr. Yelland, dealing with the history of the House and the Secretary/Manager dealing with the security aspect. Refreshments would be served at the conclusion of formal business. He asked that as many Trustees and their ladies as possible support the meeting.

CORRESPONDENCE:
A letter from the Ceramic Collectors' Society requesting the loan of four pieces of Worcester porcelain from our collection, for an exhibition in connection with activities being organised

in aid of the Red Cross during their 150th year of operation in Australia, was granted subject to the Secretary/Manager being satisfied with the security of the exhibits and adequate insurance cover being provided whilst the pieces are away from the House.

Apparently the four items concerned are probably the only ones of their type in New South Wales and possibly in Australia. They are:

1. Oblong deep dish with fluted edge decorated in "Hop Vine and Trellis" pattern. Value - $500.00

2. One of a pair of Leaf dishes, painted on glaze with butterflies and florals with the leaves edged in green. Value - $250.00 each.

3. The large "King of Prussia" mug. Value - $600.00.

4. One example of the thirteen "Blind Earl" pattern plates we have in our possession. Value - $1100.00 each.

A letter from Mr. Clive Lucas regarding the replacement of the external flyscreens on the first floor windows of the south wing with internal ones was read. The suggestion was approved.

A quotation from Vaucluse Locksmiths Pty. Ltd., for the up-grading of the intruder alarm system was considered and the scheme approved in principle. However, in view of the cost involved, two competitive quotations would be obtained by the Secretary/Manager. Upon receipt of these the Executive was empowered to deal with the matter.

GENERAL BUSINESS:

(i) It was unanimously agreed that we could not hold our admission charges indefinitely at the present level. It was therefore decided to recommend the following increases to the Director for the consideration of the Minister for Lands:-

Adults	$1.00 (80¢)
Pensioners, students over 12 years of age	60¢ (40¢)
Pupils under 12 years ...	40¢ (30¢)

(ii) A letter of complaint from Ansett-Pioneer Coaches regarding the recently imposed ban on the parking of tourist coaches in Olola Avenue was read and considered.

The President agreed to attend the next meeting of the local Traffic Committee of Woollahra Council and re-state the Trust's misgivings on the decision of the Council to impose this ban and to press for alternative arrangements which would satisfy the Trust and the coach companies.

Meanwhile the President and Secretary/Manager would frame a suitable reply to the letter from Ansett-Pioneer.

REPORTS OF SUB-COMMITTEES

(i) House

The Vice-President, as Convener asked Mrs. Snelling to report on the matter of the new curtains for the master bedroom.

Mrs. Snelling advised that after on site discussions with Mr. Clive Lucas, Architect, a style had been decided upon and she had then approached Vanleigh Decorators Pty. Ltd. who had made

the curtains for Elizabeth Bay House, for a quotation. The cost would be approximately $1,250.00, but a detailed written quotation was being submitted to the Secretary/Manager.

The meeting approved the expenditure and authorised Mrs. Snelling and the Secretary/Manager to deal with this matter.

A letter from Mr. Lucas regarding the up-grading of the master bedroom was read. His recommendations were approved in principle, but further discussions would be required regarding the laying of a fitted carpet in this room.

(ii) Legal, Insurance and P.R.

The Convener, Mr. M.D. Finlay advised that there were no legal or insurance matters requiring the attention of the meeting. He then asked Mr. Cramer-Roberts to report on the activities of the "Friends".

Mr. Cramer-Roberts reported on a very successful Carol Singing evening on the lawns on Sunday evening, 18th December, 1977. It was estimated that 2,000 people attended.

There would be a meeting of the Friends Committee on Tuesday, 21st January, 1978 to discuss the programme of events for the current year.

(iii) Grounds

Due to an out-of-town commitment the Treasurer, as Convener was unavoidably absent, but had submitted two written reports.

The first dealt with the report being prepared on partial historical restoration of the grounds by Mr. James Broadbent, which should be forthcoming in the near future.

The second concerned the proposed up-grading of the services area to the south of the stables. Each Trustee had a copy of this report and the meeting agreed unanimously with the recommendations made therein.

It was therefore resolved that:- (a) Mr. Rowe be commissioned to prepare plans and specifications for the new building in collaboration with the Secretary/Manager.

(b) The Secretary/Manager should have the lines of the proposed brush enclosing fence pegged and measured.

(c) Quotations for the execution of the works then be obtained and that a submission on the basis of the above be prepared and submitted for Board approval.

(iv) Museum

Mr. Snelling reported that according to information given to him by the Secretary/Manager, Miss Barbara Sullivan had been taken off the display preparation for the Wentworth Room by her superiors in the N.P. and W.S. In a conversation the Secretary/Manager had with Mr. David Sillitoe of Interpretations Section of the Service, it had been indicated that our work had been shelved for some eighteen months due to pressure of other work. It was unanimously agreed that this was a most unsatisfactory situation and the President said he would personally see the Director

about this matter with a view to having the work speedily completed.

Mr. Snelling and Mr. Yelland had been contacted by a Mr. Todhunter, who lives locally and apparently has some interesting information about Mrs. Sarah Wentworth whose sister married into the Todhunter family.

The Secretary/Manager had received a copy of the play "Catherine" from the authoress, Miss Jill Shearer. This play is about the early lives of D'Arcy Wentworth and Catherine Crowley, the parents of W.C. Wentworth. Mr. Snelling, Mr. Yelland and the Secretary/Manager had read the play and unanimously agreed it was an excellent effort and adhered closely to historical fact. Mr. Snelling recommended we obtained four further copies for the Trustees' Library and that Miss Shearer and her publishers be approached with a view to the book of the play being made available for sale at the ticket desk.

Approval was unanimously given to these two requests and the Secretary/Manager instructed to proceed accordingly.

SECRETARY/MANAGER'S REPORT

The gift of a fine pair of wrought iron gates by Mr. and Mrs. H.A.R. Snelling was noted and an expression of thanks was made by the President on behalf of all Trustees. It is considered that the gates will be suitable for the southern entrance to the Park which had iron gates many years ago.

The excellent sales of the guide book were noted and the Secretary/Manager was authorised to negotiate the re-printing of a further 50,000 with the Service.

The rapid sale of the souvenir tea-towels was also noted. With less than 300 of the original stock in hand the Secretary/Manager was authorised to order a further 1,000.

The report was then formally adopted.

FINANCIAL REPORT

This having been circulated with the minutes was formally adopted.

Recoup summaries 42 to 58 having been passed for payment by the Service were formally confirmed.

OTHER BUSINESS

The President advised that, as requested at the last meeting, he had sent suitable letters of thanks to Mr. R. Ellicott, M.H.R., Member for Vaucluse and Mr. H.L. Yelland, O.B.E., for their effort in helping to obtain the grant of $20,000 from the National Estate Fund towards fabric restoration of the House.

Despite adverse previous experience, Mr. G. Sample considered it was still possible to raise funds for the House by running classical concerts in the Drawing Room from time to time. After some discussion Mr. Sample and Mr. Cramer-Roberts were authorised to undertake a feasibility study for future consideration by the Committee of the Friends of Vaucluse House.

There being no further business to discuss the President declared the meeting closed at 7.45 p.m.

Signed as a true record

Vice-President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

Report for February, 1978.

FROM:- Secretary/Manager TO:- The Trustees

STAFF

Mr. and Mrs. J. Kearney resumed their duties, after leave, on 6th March, 1978. During Mrs. Kearney's absence her duties were performed by Mrs. Powell, wife of assistant gardener, Mr. Ivor Powell. The Powells have now proceeded on leave for 5 days.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

Restoration of the kitchen has been completed as far as it is possible to go until the "poultice" render is removed, in June or July, from the walls where the electro-osmotic damp proofing has been installed. By the end of July or early in August final rendering of the walls should be completed and the whole area ready for re-decorating. If all goes according to plan the kitchen should be finished towards the end of September. However with Mr. Lucas' approval we are going to decorate the south wall of the kitchen, which is not affected by rising damp before June as this will then show how the remainder of the decorating will appear.

At the request of Mr. Yelland a few extra fixtures have been made for the Wentworth Room in the museum section of the stable block.

VAUCLUSE PARK

Once again the outer areas of the Park are suffering from shortage of rain, but the formal gardens have been kept in good shape by constant use of the sprinkler system.

Unfortunately during a short violent electrical storm one of the most beautiful trees, a lilli-pilli, in the upper reaches of the south paddock was split right down the middle of the trunk, apparently by lightning; half of the tree was left standing and the rest crashed down on the park; this has been sawn up and cleared away. We are just hoping that the part left standing will survive.

GENERAL.

Miss Anne McCauley, features editor of "The Sun" visited the House some three weeks ago. She has written an article about the House which according to information received will appear in this newspaper on Friday, 10th March.

Mr. Clive Lucas has visited the House twice during the month on general restoration work supervision and to discuss materials for the master bedroom with Mrs. Snelling.

A very successful meeting took place on the 27th March between Trustees and over 30 members of the "Friends" regarding the proposed "Guardian" scheme. Further developments will be discussed under item 2 of General Business in the current agenda.

The new Alfa-Romeo "Alfetta" was unveiled in the grounds on the 2nd March, by the Premier of N.S.W. who also acted as starter for the eleven vintage Alfa-Romeos competing in the Australian Mille-Miglia 1978. Alfa Romeo Australia gave the Trust a donation of $200.00.

A.E. Hobson
SECRETARY/MANAGER
8.3.1978

FEBRUARY, 1978

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	3,571	$2,856. 80
40¢	737	294. 80
30¢	375	112. 50
Coach Tours and Party Admissions by vouchers:		
80¢	2,604	2,083. 20
40¢	39	15. 60
30¢	61	18. 30
	7,387	$5,381. 20 ($4,552.20)

COMPARATIVE CUMULATIVE TOTALS Financial Year	1976/1977	1977/1978
35 weeks	55,874	62,707
COMPARATIVE MONTHLY TOTALS February	6,574	7387

REVENUE

This has been another good month for total admissions. We are now over 7,000 visitors ahead when compared with the first eight months of the last financial year. Big parties came to the House from the ships "Queen Elizabeth II","Canberra" and "Royal Viking".

Total income for the month was $5,280.35 of which general revenue due to the N.P. and W.S. was $2,859.00 whilst $2,421.35 was credited to the Special Purposes Account.

BUDGET

The General Account has been operated within the overall allocations made by the Service for the first eight months of the current financial year.

SPECIAL PURPOSES ACCOUNT

	Item		Cr.
BY:	Balance bt. fwd. at 1.2.78		$10,633. 99
TO:	R.Harrison. Elect. installation	$ 2,545. 00	
	Road Runner. Frames. Transport	28. 00	
	I. Wilson. Carpentry	314. 00	
	R. Houghton. Painting	330. 00	
	I. Wilson. Carpentry	264. 00	
	R. Houghton. Painting	231. 00	
	Lib.N.S.W. Photocopies	3. 10	
	W. & F. Pascoe. Photography	42. 00	
	R. Houghton. Painting	330. 00	
	I. Wilson. Carpentry	330. 00	
	Academy Arts. Picture framing	91. 50	
	I. Wilson. Carpentry	330. 00	
	R. Houghton. Painting	330. 00	
BY:	Revenue		2,421. 35
TO:	Balance cd. fwd. at 1.3.78	7,556. 74	
		$13,055. 34	$13,055. 34

MAJOR COMMITMENTS

Kitchen complex - Painting say	$1,200. 00	
Kitchen complex - Equipment etc. say,	700. 00	
Refurbishing master bedroom say,	1,500. 00	(revisd)
Re-decoration Boys' bedroom, say,	800. 00	
Remaining work as detailed in House Committee Report of July, 1977	1,700. 00	
Contingencies	500. 00	
	$6,400. 00	

Therefore, the current surplus in the Special Purposes Account above known commitments is $1,156.74. Anticipated increments to the account for the next four months is approximately $8,000.00; therefore, there is $9,156.74 available for spending before the end of the current financial year in addition to current allocations to known commitments.

A.E. Hobson
SECRETARY/MANAGER
7.4.1978

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 51

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 1.2.1979, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
285/6	209215/6	Salaries and wages. w.e. 25.1.1978		1,457.	97
		Public Moneys a/c. Income tax deductions		288.	15
287	209217	France Trading Coy. Pty. Ltd.		214.	00
288	209218	Eastern Suburbs Lime & Cement Store		226.	94
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2,137.	06

Vouchers totalling $ / / were recouped on / / /

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. .....

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at ..... (bank and branch)

for the period ended ....., 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
289	209219	Ivor Wilson		330.
290	209220	K.T. Houghton		330 00
291	209221	Academy Arts Pty. Ltd.		158. 70
292	209222	Academy Arts Pty. Ltd.		18. 00

SPECIAL HUNTERS ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 836. 70

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8088—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 61

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended [illegible], 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
293/4	209223/4	Salaries and wages. w.e. 1.2.7 (nett)		2,523. 24
		Public moneys a/c Income tax deductions		443. 15
295	209225	Government Insurance Office		1,548. 97
296	209226	Goodrid Incinerator Co. Pty. Ltd.		654. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 5,169. 36

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ET 5059–3 V C N BLIGHT, GOVERNMENT PRINTER

132

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 62

RECOUP SUMMARY

Park code ....

EXPENDITURE FROM ADVANCE A/C OF ..... Kakadu Conservation Fund .....

at ..... Bank of New South Wales ..... (bank and branch)

for the period ended 6.6.87, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
297	209227	Roya Harrison (Installation) Pty. Ltd.		2,545. 00
298	209228	Road Runner Services Pty. Ltd.		28. 00
299	209229	Ivor Wilson		314. 00
300	209230	R.T. Houghton		330. 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. .. | |

TOTAL TO BE RECOUPED .. .. $ 3,217. 00

Vouchers totalling $..... were recouped on ..../..../....

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8052—3 V C. N. BLIGHT, GOVERNMENT PRINTER

133

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 63

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible] Historic Site

at [illegible] (bank and branch)

for the period ended 15.2.1978, 19...

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
301/2	209231/2	Salaries and wages. w.e. 8.2.1978 nett		1360. 55
		Public moneys a/c. Income tax deduct.		243. 65
303	209233	Petty Cash		46. 32
304	209234	J. Griffin		10. 00
305	209235	Franos Trading Coy. Pty. Ltd.		141. 00
306	209236	S.G. McElroy & Sons Pty. Ltd.		445. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. $		2,246. 52

Vouchers totalling $..... were recouped on ...../...../.....

Accountant,

per:

ADVICE OF RECOUPMENT

ET 5088-3 V C. N. BLIGHT, GOVERNMENT PRINTER

137

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 64

RECOUP SUMMARY

Park code ....

EXPENDITURE FROM ADVANCE A/C OF .....

at ..... Bank of N.S.W. Vaucluse ..... (bank and branch)

for the period ended ..... 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
307	209237	Ivor Wilson		264. 00
308	209238	R.T. Houghton		231. 00
309	209239	Library of N.S.W.		3. 10
310	209240	W. & F. Pascoe Pty. Ltd		42. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. $		540. 10

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

135

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 65

RECOUP SUMMARY

Park code 64

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended 22.2.1978, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
311	209241	Kalamazoo (Aus) Ltd.		118.	10
312	209242	Ray Tillipan		205	00
313	209243	Vaucluse Locksmiths Pty. Ltd.		224	60
314	209244	S. Spencer and E. Best		100	00
315	209245	D.H. Cameron & Coy		319	28
316	209246	Sydney County Council		335	24
317	209247	Copy Cat Printing		40.	20
318	209248	Antique Collector		15.	00
319	209249	Leyland Motor Corp.		165	90
320	209250	Vaucluse Locksmiths Pty. Ltd.		64	50
321/2	209251/2	Vaucluse Home Electric Site—Wages Xmas		1777	34
323	209253	Eastern Suburbs Lime & Cement Store		32	32
324	209254	D.E. Cameron & Coy		16	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 3,523.	48

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8089—2 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 66

RECOUP SUMMARY

Park code 6

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at [illegible] (bank and branch)

for the period ended [illegible], 19[illegible]

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped	
				$	c
325	209255	R.T. Houghton		330.	00
326	209256	Ivor Wilson		330	00
327	209257	J. & M.D. Andrew Pty. Ltd.		330	00
328	209258	Academy Arts Pty. Ltd.		91	50

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 1,031. 50

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 67

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yanco Homestead Historic Site

at Bank of New South Wales, Yanco (bank and branch)

for the period ended 1.3.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
329/330	209259/60	Wages and salaries. w.e. 22.2.78 (nett0		1,482	79
		Public moneys a/c. Income tax deductions		270	90
331	209261	Wormald International (Aus) Pty. Ltd.		19	50
332	209262	Rentokil		260	00
333	209263	Ransomes Aus. Pty. Ltd.		31	18
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2,064.	37

Vouchers totalling $ 2064.37 were recouped on 7/3/78

Accountant,

per:

ADVICE OF RECOUPMENT

67 5059—3 V. C. N. BLIGHT, GOVERNMENT PRINTER

/ 35

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 68

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of ..... Vaucluse (bank and branch)

for the period ended 1.3.1978, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
334	209264	Ivor Wilson		330 00
335	209265	R.T. Houghton		330 00
336	209266	J. & M.D. Andrew Pty. Ltd.		330 00

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 16TH MARCH, 1978
AT 5.00 P.M.

A G E N D A

1. Apologies for absence.

2. Confirmation of minutes of meeting held on 16.2.1978

3. Matters arising from minutes.

4. Correspondence.

5. General Business.
   - (i) To consider the budget for the General Account for the next financial year, 1978/1979.
   - (ii) Report on meeting with "Friends" regarding the "Guardian" scheme.

6. Reports of sub-committees
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum

7. Secretary/Manager's report

8. Finance

   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business

A.E. Hobson
SECRETARY/MANAGER

N.B. Prior to the commencement of agenda business, Mr. Terry Barratt, Superintendent of the Sydney Region, National Parks and Wildlife Service has been invited to meet the Board and advise them of the forward planning for Nielsen Park and Greycliffe House, in particular and Sydney Harbour National Park in general.

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY 16th MARCH 1978

PRESENT:

Mr. P. Cook	-	Vice President (in the chair)
Mr. E.C. Colman	-	Treasurer
Mr. R. Rowe		
Mrs H.A.R. Snelling	-	
Mr. G. Sample		
Mr. A.E. Cramer-Roberts		
Mr. H.A.R. Snelling	-	Counsellor

IN ATTENDANCE:

Mr. A.E. Hobson - Secretary/Manager.

APOLOGIES FOR ABSENCE:

Mr. K.R. Doyle (President). Mr. W.M. Nolan (overseas). Mr. T.R. Barratt - Superintendent Sydney District was unable to attend due to illness.

MINUTES:

The Minutes of the last meeting were confirmed.

MATTERS ARISING:

The Vice-President advised that the President had called upon the Director regarding proposed renovations to the Tea Rooms and was optimistic that the costs involved would, mainly, be funded by the Service. Upon receipt of a letter of intent from the Trust, it now appeared that the Directors of Michael Avenell Pty. Limited would agree to sign the lease.

In respect of the curtains etc. for the Master Bedroom, Mrs. Snelling advised that one roll of flowered material had been purchased from a local shop, whilst the Secretary/Manager had ordered the required amount of Nottingham lace from a London supplier recommended by Mr. Clive Lucas. Mr. Vandermee had indicated his willingness to make up the curtains from materials supplied by the Trust.

The Secretary/Manager advised that he had questioned Mr. Lucas regarding his recommendations that the Master Bedroom should have a fitted carpet and he had confirmed that he means a wall to wall carpet. After some discussion it was agreed to accept the architect's recommendation.

Mr. Rowe reported that he had discussed the proposed up-grading of the Service Area with Mr. Bruce Eels, Service Architect, who it seemed had some reservations regarding our proposals. He had promised to visit the site and then discuss the matter further with Mr. Rowe with a view to arriving at a solution to the problem which will be satisfactory to the Service and the Trust.

Speaking on behalf of the President, the Vice-President advised that the Director had agreed to Miss Barbara Sullivan working at week-ends in collaboration with Messrs. Snelling and Yelland on the completion of the layout of exhibits in the Museum. All Trustees present expressed great satisfaction with this information.

Mr. Sample reported that in persuance of his brief to explore the viability of holding fund raising concerts in the Drawing Room from time to time, he had arranged for Mr. P. Hemmings, Manager of the Opera Company to make an exploratory visit to the House on Monday afternoon, 3rd April, and would table a report at the next meeting. In this matter Mr. Sample was requested to liaise with the Committee of the Friends of Vaucluse House as they will be responsible for the organisation of any functions of this type which might take place in the House.

CORRESPONDENCE:

The Secretary/Manager tabled a further letter he had received from Miss Jill Shearer, author of the play "Catherine" advising that she personally would be delighted if we were to include it in our sale of publications and had requested her publishers', Edward Arnold (Aust) Pty. Limited, to supply details of price and re-sale terms.

A letter of appreciation was received from Lady Clarissa Avon (wife of the late Anthony Eden, Lord Avon), regarding her recent visit to the House.

A quotation from Mr. Vandermee of Vanleigh Decorators Pty. Ltd., for making up curtains etc., from our own materials, for the Master Bedroom in the sum of $819-22 was received and approved.

GENERAL BUSINESS:

(i) The Secretary/Manager outlined his proposals for the General Account Budget for 1978/79. After some discussion these were approved for submission to the Service.

(ii) The Vice-President reported that there had been an enthusiastic response by the "Friends" to the proposed "Guardian Scheme" and upwards of some sixty members had now volunteered for duty at week-ends and public holidays. As a number of "Friends" and Trustees had expressed antipathy to the terms 'Guardian' or 'Warden', the Secretary/Manager had suggested the title "Honorary Staff" which had been unanimously accepted. All volunteers had received a copy of the by-laws and a written brief from the Secretary/Manager. Mrs. Hill had compiled a Duty Roster and it was proposed to commence the pilot scheme on Easter Saturday, 25th March. Suitable badges for the use of the honorary staff had been ordered from Perfection Plate Pty. Limited.
The meeting unanimously expressed great satisfaction with the foregoing information.

REPORTS OF SUB-COMMITTEES:

(i) House

The Vice-President, as Convener, advised that he had nothing to add to the report made by Mrs. Snelling under Matters Arising.

(ii) Legal, Insurance and P.R.

Mr. Finlay, Convener, advised that he had nothing further to add to the report made by the Vice-President in respect of the lease of the Tea Rooms.

(iii) Grounds

The Convener, Mr. Colman advised that he had contacted Mr. Broadbent regarding his pending report on the grounds and it was promised for early in April.

(iv) Museum

Mr. Snelling advised that in view of the Director agreeing to Miss Sullivan working for the Trust in her own time at week-ends, there was a good possibility of completing the work in the Wentworth Room by the end of April or early in May.
The board was pleased to receive this information and it was agreed that the matter of an official opening should be discussed at the next meeting.

SECRETARY/MANAGER'S REPORT:

This, having been circulated with the minutes, was formally adopted.

FINANCIAL REPORT:

The Secretary/Manager advised that a typographical error had been made in the last minutes and for 68 under Recoup Summaries, 58 should be substituted.
He then presented recoup summaries 59 to 68 for approval.
As these had already been passed for payment by the Service they were formally confirmed.
The Financial Report was then formally adopted.

OTHER BUSINESS:

Mr. Rowe said that on a fine Sunday when he had visited the Beach Paddock he had noticed that some of the rubbish bins were full to overflowing and wondered if anything could be done about this.
The Secretary/Manager advised that there were six garbage containers located on the Beach Paddock and he had never known them all to be full, but if one was full the public were just too lazy or uncaring to walk twenty yards or so to one which was not full, or indeed, to take their rubbish home with them. None of the Park Workers wish to come in on Sunday mornings to empty the garbage bins, and in any case we did not have a big enough allocation from the Service to pay penalty rates of double time for a minimum of four hours prescribed by the Union whether it is worked or not. The regular garbage clearance days are Mondays and Fridays and except in a few isolated instances, this had been found satisfactory over a period of not less than 20 years.
Mr. Sample stated that the garbage containers in Nielsen Park were emptied every Sunday morning and asked if the staff there would be prepared to empty ours at the same time.
The Secretary/Manager said that when Nielsen Park was under the control of the Trust, it was never a regular routine to empty the containers on a Sunday, but from time to time full ones would be emptied by the Ranger, Mr. Harry Westbrook and the Assistant Foreman, Mr. Sidney Walker, after a busy Saturday. This was possible because both lived on the site and had few external commitments. He believed that since the Service took control of the site, Mr. Walker, who was a bachelor and lived in the old cottage, continued to do this when necessary in the summer months, sometimes assisted by a Ranger. He doubted if they would be prepared to clear the garbage bins on the Beach Paddock during the week-ends but would sound out the matter with Superintendent Barratt.

The Secretary/Manager regretted to report that he had received numerous complaints during the month about lack of service, high prices and excessive noise from the Tea Rooms as follows:-

(i) That the Tea Rooms are rarely open from Monday to Friday before 10-30 a.m. and on occasions, they had not been opened until 11-00 a.m. In this connection he drew the Board's attention to the fact that once the lease is signed by the caterers they have a statutory obligation to open the Tea Rooms at precisely 10-00 a.m. and close it at 5-00 p.m. On at least three days each week during

the tourist season a coach or coaches arrive here at 10-00 a.m. with mainly American and Japanese visitors, most of them wanting a cup of tea or a soft drink, they are on their way again by 10-40 a.m. and have in the main been unable to get the service they expected.
When Mrs. McCole had the franchise for the Tea Rooms she always had at least one person on duty at 9-30 a.m. ready to serve at 10-00 a.m. She also always provided Coach Captains with tea and sandwiches or scones, jam and cream, free of charge. When Michael Avenell was granted the franchise, the Secretary/Manager suggested that it would pay them to continue this practice, but all they have ever provided was a free cup of tea. They just do not seem to appreciate that if they look after the Coach Captains, the Coach Captains will look after them. One captain was most irate when he could not obtain a sandwich, for which he was willing to pay and had to be content with a small piece of apple pie for which he was charged 99 cents.

(ii) On two occasions residents of Olola Avenue telephoned the office regarding excessive noise in the Park.
The first was on the occasion of the start of the Alfa-Romeo Mille Miglia when three different people complained of the excessively noisy music coming from the public address system which had been installed. This was easily dealt with by asking the sound engineer to cut down the volume.
The second complaint was in connection with a noise twenty-first adult birthday party when two neighbours complained. When Mrs. Avenell was advised of the complaint she said it was just a healthy noise of people enjoying themselves and that the people at Vaucluse had better get used to the idea, and that they had had their own way too long. Later on, the party was still going strong at 5-00 p.m. and I had to go over to ask them to remove their cars as the Attendant was waiting to lock the gate. They became abusive and only when the writer said he would call the Police did they comply with his request. It was obvious that most of them were intoxicated, but sober enough to realise that if the Police were called they would be in trouble.
Complaints regarding slow service and young waitresses who did not seem to know what they were doing, were received from a number of visitors, especially at week-ends.

The Trustees present expressed deep concern at the foregoing information but as the negotiations with Michael Avenell were in the hands of the President, it was felt that these matters should be held over until the next meeting when he was present.

Mr. Snelling advised that he had presented to the Trust a copy of Cramp's book on the Australian Constitution. On behalf of all Trustees the Vice-President thanked Mr. Snelling for this further act of generosity.

There being no further business to discuss, the Vice President declared the meeting closed at 7-00 p.m.

President.

Secretary/Manager.

VAUCLUSE HOUSE HISTORIC SITE

Report for March 1978

FROM: Secretary/Manager. TO: The Trustees.

STAFF

Mrs. P. Hall proceeded on a month's leave on the 29th March. In her absence Mrs. Hobson is assisting with the clerical work and a contract shorthand typist is being engaged as required.
Park-worker, Mr. K. Caves proceeded on three week's leave commencing 2nd April.
Park worker Mr. J. Vecchio had a week's leave from 22nd to 29th March.

VAUCLUSE HOUSE & ANCILLARY BUILDINGS

Repair and restoration work has continued during the month. Additional Chubb locks were obtained and fitted to the outer scullery door, the kitchen door facing onto the walled garden and the door of the China Room. New tower bolts have been fitted on various doors where required. All unnecessary Yale type locks have been removed from doors and the holes filled in. Mr. Lucas has obtained five mortice locks which have been re-furbished by Vaucluse Locksmiths who are now making keys to fit them; suitable strikers have also been obtained together with other appropriate door furniture for the kitchen area. We should be in a position to fit these in the near future.

External painting of woodwork has been completed on the South and West Wing windows, apart from those on the Secretary/Manager's flat where work cannot proceed until quotations are received for the fitting of internal fly-screens. The painting of the woodwork on the windows of the West Tower block is finished and a start made on the ground floor.

The small campanile containing the house bell was found to be rotten. A new one has been made, fitted and painted. It had always been thought that the bell was iron, but upon examination and scratching away of an accumulation of dirt, it was found to be brass. It has therefore been buffed, polished and coated with a clear baked enamel and in the writer's opinion is now a most attractive feature at the entrance to the inner courtyard. Visitors seem to like it as they have been taking numerous photographs of it since re-installation; something which never happened before.

Mr. Lucas spent a whole afternoon at the House during the month, examining the progress made in restoration. Arising out of our discussions he felt some re-arrangement of furniture and disposal of certain pieces would be an improvement. He has therefore borrowed a copy of the Inventory and will be submitting a report for Trust consideration.

Probably the most exciting occurrence during the month was the delivery, from the Art Gallery of New South Wales, of the six restored copies of old masters selected some months ago by Mr. Yelland and the writer. They have been hung in the main hall and have already attracted much favourable comment from visitors.

High winds during the month dislodged a number of slates on the Kitchen and Stable roofing. Mr. Ivor Wilson, our carpenter, who is also a licensed builder, offered to fix new slates and assisted by Mr. Kearney and Mr. Houghton, the painter, the job was completed in three days; new slates were fitted where required and 127 loose slates

refixed. If this work had not been carried out quickly there would have been serious leakage in both buildings when the rain came a few days later.

VAUCLUSE PARK

The winter work programme has been started, many beds have been cleared, manured and turned over with the rotary hoe. A good range of late winter and early spring flowering bulbs have been ordered. Over-mature rose bushes, which had also been attacked by white ants have been removed and destroyed. As Mr. Broadbent, in his preliminary report on the gardens said that rose bushes in the bed surrounding the fish pond were inappropriate, we are not proposing replacement of those removed, but will be starting off with a massed display of pansies and violas.

The winds which dislodged the slates referred to earlier in this report, also uprooted a number of trees, one of which crashed right across the maze of beds and paths north of the fish-pond lawn, causing considerable damage to azalea and other bushes. A number of branches were also broken from various trees, but despite staff shortages during the last few weeks, the grounds staff have done a good job of clearing up most of the mess.

The crazy-paving, adjacent to the guard room, which had to be lifted when the cellar drainage was repaired, has now been re-laid.

A raised stone island has also been built around the pylon supporting the main power supply across the car park to the Tea Room, as a careless motorist backed into the pylon and nearly brought it down a few weeks ago. Apart from preventing such an occurrence in the future, I think Trustees will find the island aesthetically pleasing.

The guard -rails to the main bridge between the House and Tea Room had been in a shaky condition for some time and have therefore been re-newed.

GENERAL

Mr. Bruce Eels, Service Architect, visited the site at the end of the month and offered various alternatives for the up-grading of the Services Area. I asked him to confer with Mr. Rowe who will be making a report to the Trust on the 20th April.

Notable visitors to the House in recent weeks have been:- Madame Etta Enriquez, Consul General of the Phillipines, her husband and family. At the request of the Minister of Lands, through the President, I entertained them to lunch in the boardroom on Saturday 25th March.

Mrs. W. C. Wentworth brought a friend to see the House on Monday, 10th April.

Fourteen delightful ladies, the wives of the Police Commissioners of South East Asian countries, visited the House on Tuesday, 11th April followed by lunch in the Tea Room.

A. E. Hobson.
Secretary/Manager.
12-4-78.

MARCH 1978

FINANCIAL REPORT:

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income $ ¢
80¢	4,996	3,956 - 80
40¢	968	387 - 20
30¢	551	165 - 30
Coach Tours and Party Admissions by vouchers		
80¢	640	512 - 00
40¢	92	36 - 80
30¢	354	106 - 20
	7,601	5,164 - 30 ($4899-30)

COMPARATIVE CUMULATIVE TOTALS		
Financial Year	1976/77	1977/78
39 weeks	62,892	70,308

COMPARATIVE MONTHLY TOTALS		
March	7018	7387

REVENUE

Total admissions for the month have been good and we are continuing to increase the substantial lead on last year's figures.

Income from all sources totalled $8,242-55 of which General Revenue due to the N.P. & W.S. was $4,184-10 whilst $3,068-45 was credited to the Special Purposes Account.

BUDGET

The General Account has been operated within overall Service Allocations for the first nine months of the current financial year.

SPECIAL PURPOSES ACCOUNT

	Item	DR. $ ¢	CR. $ ¢
BY:	Balance bt. fwd. at 1-3-78		7556 - 74
TO:	Academy Arts - Restoration picture frames	400 - 00	
	I. Wilson - Carpentry	330 - 00	
	J. Andrew - Plastering etc.	330 - 00	
	R. Houghton - Painting	279 - 00	
	Book Ends P/L - Furnishing Fabric	290 - 00	
	R. Houghton - Painting	264 - 00	
	J. Andrew - Plastering	330 - 00	
	I. Wilson - Carpentry	330 - 00	
	Med. Wines P/L - Beer etc.	23 - 46	
	M. Woodhouse - Books	38 - 00	
	Grafton Galleries - Vases	20 - 00	
	I. Wilson - Carpentry	330 - 00	
	J. Andrew - Plastering etc.	330 - 00	
	R. Houghton - Painting	198 - 00	
	Academy Arts - Picture framing	19 - 30	
	J. Andrew - Plastering etc.	330 - 00	
	I. Wilson - Carpentry	330 - 00	
	Copy Cat - Printing Guardian Scheme	46 - 90	
	" " - Duplicating " "	44 - 95	
	R. Blyton - Door furniture	113 - 40	
	R. Houghton - Painting	198 - 00	
	Vaucluse Locksmiths - repairing locks	100 - 00	
	Tanner & Middleton - timber	228 - 29	
	Tanner & Middleton - "	11 - 03	
BY:	Revenue		3068 - 45
TO:	Balance cd. fwd at 1-4-1978	5710 - 86	
		10625 - 19	10625 - 19

MAJOR COMMITMENTS

	$ ¢
Kitchen Complex - painting, say,	1200 - 00
" " - equipment etc., say,	500 - 00
Refurbishing Master Bedroom, say,	1200 - 00
Re-decoration Boys Bedroom, say,	800 - 00
Museum - extra work, say,	2000 - 00
Remaining work as detailed in House Committee Report of July 1977	1400 - 00
Contingencies	500 - 00
	$7600 - 00

Therefore, the amount required above and beyond the current Credit Balance in the Special Purposes Account, to cover known commitments is $1,889-14 which is approximately three weeks revenue at anticipated rate of increment.

A.E. Hobson.
Secretary/Manager
10-4-1978.

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 69

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 8.3.1976, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
337/8	209267/8	Vaucluse House Historic Site Salaries and wages. (nett)		1,462. 29
		Public moneys a/c. Income tax deductions		296. 60
339	209269	Petty cash expenses		40. 19
340	209270	Courier service. J.H. Griffin		16. 90
341	209271	Drain-o-matic Services		1,103. 40
342	209272	Scott Bonnar Ltd.		14. 82
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,934. 20

Vouchers totalling $ ..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

87 8059—S V. C. N BLIGHT, GOVERNMENT PRINTER

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 70

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yanculse House Historic Site

at Bank of N.S.W. Yanculse (bank and branch)

for the period ended 6.3.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
343	209273	Academy Arts Pty. Ltd.		400	00
344	209274	Ivor Wilson		330	00
345	209275	J. & M.D. Andrew Pty. Ltd		330	00
346	209276	R.T. Houghton		~~330~~ 279-	~~00~~ 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ ~~1,390.00~~ 1339 00

Vouchers totalling $ 133900 were recouped on 10/3/78

Accountant,

per:

ADVICE OF RECOUPMENT

ST 5059—9 V. C. N. BLIGHT, GOVERNMENT PRINTER

150

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 71

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 15.3.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
347/8	209277/8	Salaries and wages. w.e. 8.3.1978 (nett,	1,400. 33	
		Public moneys a/c. Income tax deductions	295. 05	
349	[illegible]	[illegible] Pty. Ltd.	[illegible] 6. [illegible]	
* 350	209280	Perfection Plate Pty. Ltd.	111. 01	
352	209282	Copy Cat Printing	33. 60	

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 2,165. 99

Vouchers totaling $[illegible] were recouped on [illegible]

* Please contact Perfection Plate Pty. Ltd., regarding the charge of $2.71 sales tax on payment made on VR. 350, their invoice no. 24451. A Gov't. Authority is exempt from sales tax. [signature] 22/3/78.

Accountant,

per:

ADVICE OF RECOUPMENT

ET 8089-9

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 72

RECOUP SUMMARY

Park code 6

EXPENDITURE FROM ADVANCE A'C OF [illegible]

at [illegible] (bank and branch)

for the period ended [illegible], 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
351	209281	The Book Ends Pty. Ltd.		290.	00
353	209283	R.T. Houghton		264.	00
354	209284	J. & M.D. Andrew Pty. Ltd.		330.	00
355	209285	Ivor Wilson		330.	00
356	209286	Mediterranena Wines Pty. Ltd.		23.	46
357	209287	Margaret Woodhouse		38.	00
358	209288	The Grafton Galleries		20.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 1,295. 46

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

BP 9059-8

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 73

RECOUP SUMMARY

Park code 16

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 22.3.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
359/60	209289/90	Salaries and wages. we. 15.3.1978 (nett)		1640. 13
		Public Moneys a/c. Income tax deductions		301. 05
361	209291	Telecom Aus.		96 45
362	209292	Aus. Gas Light Coy		34 67
363	209293	Ramsomes Aus. Pty. Ltd.		7 69
364	209294	Copy Cat Printing		20 25
365	209295	Michael Thompson Photography		126 00
366	209296	Wards Air Cargo		3. 84
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. $		2230. 08

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 74

RECOUP SUMMARY

Park code .....

EXPENDITURE FROM ADVANCE A/C OF .....

at Bank of Ireland, Vaucluse (bank and branch)

for the period ended 22.7.1979, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
367	209297	Ivor Wilson		330. 00
368	209298	J. & M.D. Andrew Pty. Ltd.		330 00
369	209299	R.T. Houghton		198 00
370	209300	Academy Arts Pty. Ltd.		19 30
		SPECIAL PURPOSES ACCOUNT 73. 26. 27		
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED .. .. $		877. 30

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8055-a

D. West, Government Printer

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 20th APRIL 1978
AT 5-00 p.m.

Mr. T. Barratt, Superintendent, Sydney District, will be available for discussions with the Trustees before the commencement of Agenda business.

A G E N D A

1. Apologies for absence.

2. Confirmation of Minutes of meeting held on 16-3-78.

3. Matters arising from Minutes.

4. Correspondence.

5. General Business
   - (i) Lease of and other matters appertaining to the Tea Room.
   - (ii) To consider adding Miss Jill Shearer's play "Catherine" to the publications available for sale to the public.
   - (iii) Administration of Grant from the National Estate programme.
   - (iv) Report on upgrading of Services Area (Mr. Rowe).
   - (v) Report on viability of holding fund raising concerts in the Drawing Room (Mr. Sample).
   - (vi) To consider application for further funds (approximately $2000-00) for additional work in Museum.

6. Reports of Sub-Committees
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum

7. Secretary/Manager's report.

8. Finance
   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business.

A.E. Hobson.
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 20TH APRIL, 1978

PRESENT:	Mr. K.R. Doyle	President (in the Chair)
	Mr. P. Cook	Vice President
	Mr. E.C. Colman	Treasurer
	Mr. R. Rowe	
	Mr. G. Sample	
	Mr. A.E. Cramer-Roberts	
	Mr. H.A.R. Snelling	Counsellor
	Mrs. H.A.R. Snelling	by invitation
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager
	Mr. T.R. Barratt	Supt. Sydney District

APOLOGIES FOR ABSENCE:
Mr. M.D. Finlay
Mr. W.M. Nolan (overseas)

ADDRESS BY SUPT. T.R. BARRATT. Sydney District
The President welcomed Mr. T.R. Barratt who then gave an address to the meeting on the formation of the Sydney Harbour National Park, the progress already made and the plans for the future.

Salient points in the address were;-

(a) Possible re-building of the Nielsen Park wharf and the renewal of ferry services to the area.

(b) A new, larger power boat to give better service to the widely scattered sections of the Park.

(c) The acquisition of land from the Federal Government is not yet finalised and until this has been done Nielsen Park will still use the by-laws governing the former Nielsen-Vaucluse Park Trust.

(d) Full restoration of all areas included in the Sydney Harbour National Park will cost in excess of $1,000,000.

(e) Restoration of Greycliffe House is proceeding well and Mr. Barratt invited the Trustees to visit the House at a convenient time to see the progress made.

(f) It was proposed to furnish the ground floor rooms in the style of the period from 1850 to 1914, the latter date being the one when it was finally vacated as a family residence by members of the Wentworth family. The Service had been grateful for the transfer, some two years ago, of a large sideboard from Vaucluse House to Greycliffe House. Mr. Barratt understood that we had a number of late 19th century pieces of furniture which we intended to replace with pre-1853 items as the opportunity arose and hoped that we would give Greycliffe the first chance to acquire suitable items.

A general discussion then followed relative to the various areas of co-operation between the Trust and Sydney District.

The President thanked Mr. Barratt for his most interesting and informative talk and promised that Greycliffe House would certainly have first offer of any items of furniture etc. which the Trust might have for disposal from time to time. The Trustees would also wish to accept the offer to inspect Greycliffe House at a

mutually convenient time. He also looked forward to the continuing close co-operation between the Trust and Sydney District.

The President then asked what the future position was likely to be regarding vehicle access to the various sections of the Sydney Harbour National Park. Mr. Barratt advised that vehicle access to many areas had to be improved, but in common with established Service policy, vehicle parking would, as far as practicable be kept separate from recreation areas.

MINUTES:

The minutes of the last meeting were confirmed.

MATTERS ARISING:

After some discussion it was unanimously agreed that the official opening of the Museum Section in the stables should take place early in July, 1978 at a date to be agreed between the President and the Minister for Lands and that it should be a Trust function with an invitation list of between fifty and sixty people: Messrs. Yelland/Snelling to be asked to submit a list of people who they consider should be present at the function. Detailed arrangements would be delegated to Mr. A.E. Cramer-Roberts, Mrs. H.A.R. Snelling and the Secretary/Manager.

Following soon after the official opening a special evening function would be arranged so that "Friends" and Honorary Staff could view the exhibition. Detailed arrangements for this would be in the hands of the committee of the "Friends" in co-operation with the Secretary/Manager.

CORRESPONDENCE:

A letter from the Assistant Commissioner of Police granting approval for the Police Band to play at the Carol Service on Sunday evening, 17th December, 1978 was received. Mr. Cramer-Roberts undertook to advise the Committee of the "Friends" accordingly.

A quotation from Wormald Electrics for up-grading the Fire Detection System with the new flashing light smoke detectors for the sum of $739.00 was received and approved.

A quotation from the publishers, Edward Arnold (Aust), Pty. Limited for the supply for re-sale, of fifty copies of the historic play "Catherine" at $3.50 each less 35% discount was received and approved.

A letter from the Town Clerk of Woollahra Council regarding the parking of coaches in Wentworth Road, was received and noted. The Secretary Manager was instructed to ask for clarification of the paragraph relating to re-siting of the Public Transport bus stop and its effect, if any, on the position of the shelter erected some years ago by the "Lions". Further to this matter the Secretary/Manager said that the managements of the various coach companies had advised him that they would not, for the time being, withdraw their business because of the parking ban in Olola Avenue. The meeting expressed satisfaction with this information and the President said he would keep an eye on the minutes of future meetings of the Traffic Committee of Woollahra Council.

A letter from Mr. James Broadbent apologising for the delay in submitting his second report on the gardens [redacted] with a promise to have it ready by "early spring" was received and accepted.

An application from the "Wedgewood Society of Australia" to hold a meeting in the House in the evening on or about 6th June was received. On being asked by the President, the Secretary/Manager signified that he would be happy to open the House for this Society

but suggested, that as he had to bring in at least one member of staff at overtime rates, a higher fee than the normal admission charge should be made. This was unanimously accepted and the charge fixed at $2.00 per person

A letter from the Director, was tabled, formally advising that Mrs. H.A.R. Snelling had reached the retiring age for Trustees and the Board was requested to nominate a replacement as soon as possible. The President requested Trustees present to give some thought to this matter and make nominations for consideration at the next meeting.

A letter from Mr. Clive Lucas regarding the furnishings and decorations of the master bedroom was read and in view of its somewhat complex nature it was decided to hand it over to the House Committee for careful analysis.

GENERAL BUSINESS:

(1) Subsequent to representations made by the President to the Director, regarding the up-grading of the Tea Rooms, a letter had been received indicating that whilst the Service was sympathetic to the recommendations made by the Trust, funds could not, at the moment, be made available for the re-building of the kitchen area, but a formal submission under the five year plan would receive every consideration

The Secretary/Manager advised that he had made submissions in each of the past three years budgets for funds to carry out the glazing of the eastern side of the kiosk and provision of toilets adjacent to the wing provisionally allocated for use as a proper restaurant.

In view of the advice now received from the Service architect and engineer regarding the necessity to brace the northern wing of the Tea Room he suggested that the submission should now be altered to include the glazing, but that the moneys previously requested for toilets should be re-allocated to cover the cost of the bracing as toilets would not be required until the restaurant was established and this could not be done until suitable kitchens for such an operation were available. Carrying out of this work had always been conditional upon the tenant signing the lease.

A submission would then be prepared for inclusion in the five year plan for the complete re-building of the kitchens and the provision of suitable toilets for the proposed restaurant.

The meeting unanimously approved these suggestions and instructed the Secretary/Manager to proceed accordingly.

The President advised that in view of the Director's letter he would now press Michael Avenell Pty. Limited to sign the lease with the promise to them that the bracing and glazing required would then proceed as soon as the necessary funds were made available by the Service.

(ii) The purchase of copies of the play "Caterine" had already been approved under correspondence.

(iii) A memorandum from the Chief Accountant of the Service regarding the administration of the grant of $20,000 was read and it was agreed that after allocations to the installation of the electro-osmatic damp proofing system had been made, the remainder should go towards restoration of the fabric of the towers and parapets in accordance with the recommendations made in the architectural report submitted by Mr. Lucas.

(IV). Mr. Rowe reported that he was having a survey and plan made of the proposed services area by a Mr. Peter French and when this was done, he would, upon the advice of the Service Architect, Mr. Bruce Eels, be submitting for Trust consideration two alternative proposals for the up-grading of the Services Area.

The President thanked Mr. Rowe for the attention he was giving this matter.

(V). Mr. Sample advised that after visiting the House and examining the facilities, the management of the Opera Company was quite enthusiastic about presenting small concerts in the Drawing Room.

Mr. Moffat Oxenbauld had offered a package deal for a series of three or four concerts at a cost of $200 each. This would cover a male and female singer, a pianist and the loan of a piano, complete with transport and tuning.

Mr. Oxenbauld would ascertain which artists would be available and suggested that acceptable programmes would comprise ballads and folk songs from various contries. He also felt that Mr. Richard Bonynge might be interested in playing at one concert and that his wife, Miss Joan Sutherland, might attend but not sing. Presentation could possibly be made in period costume and the concerts could be publicised through "Opera Australia", which had a circulation of 15,000, if necessary.

A suggested admission price was around $10.00 each to include wine and light refreshments.

The President thanked Mr. Sample for his excellent and promising report and requested that he now liaise with the committee of the "Friends" who would be responsible for the organisation of the concerts and also to keep the Secretary/Manager advised of progress made and arrange dates so that these concerts would not clash with other evening functions taking place in the House.

(VI). The Secretary/Manager advised that extra work required by Mr. Yelland and Mr. Snelling in the Museum would cost around $2,000. This would involve complete coverage of all wall displays with perspex sheeting, re-arrangement of all portraits in the Governors' Gallery and other miscellaneous extras.

Approval to spend this additional sum of $2,000 was granted.

REPORTS OF SUB-COMMITTEES

(1) House

The Vice-President as convener said that he haddiscussed the proposed carpeting of the master bedroom with Mr. Lucas who had advised that suitable carpet could be obtained from the United Kingdom at a cost of between $1,500 and $2,000. However, in view of the letter received from Mr. Lucas regarding a master-plan for the bedroom, he felt that the sub-committee should try to arrive at a comprehensive costing of all suggestions for this room as put forward by the architect.

(11) Legal, Insurance and P.R.

In the absence of the convner - Mr. Finlay, Mr. Cramer-Roberts advised that there was nothing to report except that he would be liaising with Mr. Sample regarding the proposed concert series.

(iii) Grounds

The convener, Mr. Colman said that he had nothing to add to discussions which had already taken place in respect of the letter from Mr. Broadbent.

(IV) Museum

Additional to discussions on the opening of the Museum earlier in the meeting, Mr. Snelling advised that Mr. Colman was preparing a paper on his visit to Fontaine-de-Vaucluse and suggested that this could be read either at the Friends and Guardians meeting to inspect the Museum, or as a second paper at the A.G.M. of the Friends. The first paper was being read by Mr. Yelland.

He also advised that he had made a tape recording of the "Dirge" for Wentworth played on the organ by one of his friends.

Mrs. Schmude, a former Secretary of the Trust, had lent him a manuscript, written by her late husband, entitled, "Our first ten years at Vaucluse House (1954 to 1964"). He considered the contents were of value and interest to the Trust and asked for approval to have a copy made.

Approval was given and Mr. Snelling thanked for his report.

SECRETARY/MANAGER'S REPORT:

This, having been circulated with the minutes, was formally approved.

FINANCIAL REPORT:

This was formally approved and recoup summaries 69 to 74 having been passed for payment by the Service were confirmed.

OTHER BUSINESS:

The Secretary/Manager reported that the fire alarm was actuated on the ground floor one evening, about an hour and half after closing time. It proved to be a false alarm, but it had been a useful exercise as the North Bondi fire engine was on site within five minutes, closely followed by two engines from Woollahra and Waverley.

The meeting agreed that this was a fine performance and the President undertook to write a congratulatory letter to the Board of Fire Commissioners.

Mr. Rowe said that he had recently attended a lecture on fire precautions by a U.S.A. Fire Chief who appeared to favour the sprinkler system. After some discussion all present at the meeting agreed that the Minerva system of smoke detection was far superior from our point of view, especially as the Secretary/Manager was resident in the House and ready to take immediate action should the alarms sound. Sprinkler systems working on a rise in temperature were not actuated until flames were apparent. By that time furniture could be damaged beyond repair.

Mr. Cramer-Roberts advised that it was proposed to hold the A.G.M. of the "Friends" on Saturday evening, 12th August and a cocktail party on Tuesday, 14th November, 1978. He formally requested permission from the Trustees for these functions to take place in the House. Permission was granted and the organisers were requested to liaise with the Secretary/Manager regarding starting times, facilities required etc.

Finally, the President thanked Mrs. Snelling for attending this, her last Board meeting with fellow Trustees, and for the valuable work she had done as a Trustee and previously for many years in an unofficial capacity. He hoped she would continue to take an interest in the House and that she would see her way clear to accepting a position as an honorary adviser to the House Committee.

Mrs. Snelling thanked the President and also referred to a very handsome letter she had received from the Minister for Lands. She said that she would be pleased to act as an honorary adviser to the House Committee.

There being no further business to discuss the President declared the meeting closed at 8.55 p.m.

Signed as a true record

President

18th May 1978.

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

Report for April, 1978

FROM: Secretary/Manager TO: The Trustees

Mrs. P.M. Hall returned from leave on 24th April.

Mrs. J. O'Connor has been on sick-leave since 29th April. It is hoped that she will be able to return to work on 10th May. During her absence Mrs. Hobson has been on duty at the admissions desk.

Mr. K. Caves, park worker, returned from leave on 24th April.

Mrs. O. Sames, week-end desk clerk will be taking leave between the 10th and 23rd June. Mrs. Hobson will be on duty in her absence.

With the approval of the President the writer and Mrs. Hobson will take a fortnights leave commencing on 19th June, 1978. During their absence, Mr. and Mrs. Ivor Powell will reside in the House.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

Some restoration work has been done in the House during the month, but the main effort has been concentrated on the additional work sanctioned in the Museum area of the stables. Good progress has been made and all wall displays in the Browne-Hayes and Wentworth Rooms have been covered with perspex sheets mounted in removeable frames, a special display case to house early copies of "The Australian" newspaper has been made and the portraits of the Governors removed ready for re-arrangement by Miss Sullivan of the Service.

The re-furbished locks have been returned by Vaucluse Locksmiths and together with the strikers will be installed this week or early next week.

First class re-upholstery of two couches has been carried out by Mr. George Yoneas, an upholsterer recommended by the Vice-President. The original materials have been repaired and mounted on a tough canvas backing to avoid further stretching and fraying. The couches are now back in place; one in the Master bedroom and the other in the mezzanine floor, adjacent to the top of the main staircase.

The painting of "Burke and Wills arriving at the Flinders River" has now been returned after restoration and cleaning by the Mitchell Library. It is located on the north wall of the main hall at the eastern end. The paintings of "Port Macquarie" and "Sydney Harbour" which previously hung in the hall have been re-located on the north wall of the Guests' Diningroom.

The woodwork of the french windows of the Guests' Diningroom, the visitors' entrance doors and the doors to the Guests' bathroom has been repainted. Mr. Houghton will continue with the external painting after he has finished a job he is doing for Mr. Finlay.

VAUCLUSE PARK

The beautiful weather in recent weeks and the unusually high temperatures for the time of the year has fooled some plants in to thinking it is Spring with resultant early flowering. Some rain would be acceptable, but in the main the grounds are in good order.

The tulip, daffodil bulbs etc. have been received from Tesselars and have been planted for flowering in the Spring. Sweet pea seeds have been sown in areas which receive a fair amount of sunshine and climbing

frames erected in the hope that we will get a somewhat spectacular display. We have also bought some iris of the type which could have grown here in the early 19th century and again hope that these will grow and multiply.

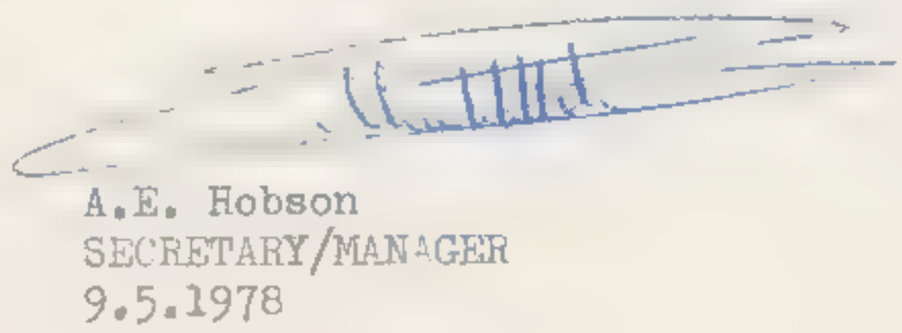
To-morrow, Mr. Kearney is collecting the pansies and violas for the centre bed around the fish-pond and at the same time will purchase a number of young native trees as a start to our re-planting programme.

Clearing and cleaning-up work has continued throughout the month with particular attention being given to the high bank to the east of the stables.

GENERAL.
The survey plans for siting the upgraded Services area have come to hand and Mr. Rowe and the writer have made a re-appraisal of essential requirements. Mr. Rowe will, no doubt, give further details in the report from the Grounds Committee at the next meeting.

On Saturday, 30th April twelve members of the "Heritage Commission" accompanied by Supt. T.R. Barratt visited the House and were given a conducted tour by the writer. They stayed for about an hour and seemed favourably impressed with the way in which the Trust is tackling its restoration programme.

With the approval of the President the rare wax doll and its clothing from the Costume Room has been loaned for an exhibition of 18th and 19th century dolls being organised by Mr. and Mrs. Schofield.



A.E. Hobson
SECRETARY/MANAGER
9.5.1978

APRIL, 1978

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	3,711	$2,968. 80
40¢	1,039	415. 60
30¢	454	136. 20
Coach Tours and Party Admissions by voucher:		
80¢	1,019	815. 20
40¢	132	52. 80
30¢	555	166. 50
	6,910	$4,555. 10 ($6,897. 90)

COMPARATIVE CUMULATIVE TOTALS Financial Year	1976/1977	1977/1978
44 weeks	73,309	77,218

COMPARATIVE MONTHLY TOTALS		
April	10,417	6,910

REVENUE

Whilst there has been a sharp decline in admissions this month, total revenue has been good due to excellent sales of souvenirs, particularly historic dolls and tea-towels.

Income from all sources totalled $7,907.16 of which general revenue due to the N.P. and W.S. was $4,060.91 whilst $3,846.25 was credited to the Special Purposes Account, some $800 better than for last month.

BUDGET

The General Account has been operated within overall Service allocations for the past ten months of the current financial year

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr.
FY:	Balance bt. fwd. at 1.4.78		$ 5,710. 86
TO:	Summit Souvenirs. 50% cost of tea-towels	$ 614. 00	
	I Wilson. carpentry	264. 00	
	R.Houghton. painting	264. 00	
	J.Andrew. plastering, etc.	264. 00	
	Decorative Brass. House bell restoration	44. 00	
	G. Yoneas. Re-upholstry. 2 couches	12[illegible]. 00	
	I. Wilson. Carpentry	330. 00	
	R. Houghton. Painting	264. 00	
	I. Wilson. Carpentry	330. 00	
	Y. Brown. Historical research	330. 00	
	M. O'Leary. " "	127. 11	
By:	Revenue		3,846. 25
TO:	Balance cd.fwd. at 30.4.1978	6,600. 60	
		$9,557. 11	$9,557. 11

MAJOR COMMITMENTS

Kitchen complex - painting, say	$1,200. 00
Kitchen complex - equipment, say	500. 00
Refurbishing master bedroom (revised, say	3,000. 00
Re-decoration boys' bedroom	800. 00
Museum - additional work	2,000. 00
Remaining work as detailed in House Committee report of July, 1977	1,000. 00
Contingencies	500. 00
	$9,050. 00

Therefore, the amount required above and beyond the current Credit balance in the Special Purposes Account, to cover known commitments is $2,449.40 which is less than one months income at anticipated rate of increment.

A.E. Hobson
[illegible]
9.51978

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 75.

RECOUP SUMMARY

Park code ....

EXPENDITURE FROM ADVANCE A C OF Vaucluse House Historic Site

at Bank of ... Vaucluse (bank and branch)

for the period ended 24.3.1978., 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
371/372	209301/2	Salaries & wages w.e. 23.3.78 (nett)		1203	57
		Public Moneys a/c. Income Tax deductions		231	20
373	209303	Franos Trading Co. Pty. Ltd.		152	00
374	209304	Perfection Plate Pty. Limited		83	75
375	209305	Oxford Typewriter Repairs Pty. Ltd.		28	05
376	209306	Ralph H. Clark		340	00
377	209307	Eastern Suburbs Lime & Cement Store		23	08
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2061	65

Vouchers totalling $ 2061.65 were recouped on 24/3/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 76

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 24.3.197- , 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped	
				$	c
373	209308	J. & M.D. Andrew Pty. Ltd.		330	00
379	209309	Ivor Wilson		330	00
380	209319	Copy Cat Printing Service Pty.Ltd.		46	90
381	209311	Copy Cat Printing Service Pty.Ltd.		44	95
382	209312	Robert Blyton Sales		113	40

Special Purposes Account
73. 26. 27.

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 865 25

Vouchers totalling $ were recouped on

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 77

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 30-3-78, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
383	209313	Salaries and wages week-ending 29-3-78 nett.		1953	71
384	209314	Public Moneys account. Income Tax Deductions		421	50
385	209315	Vaucluse House (petty cash)		51	56
386	209316	Perfection Plate Pty. Limited		40	85
387	209317	Ivor Wilson		264	00
388	209318	J. & M. D. Andrew Pty. Ltd.		264	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$2995	62

OK Reduce as as
Peter Moore 1-6-78

Vouchers totalling $2112-42 were recouped on 14/4/78

* Please note that wages on VR. 383 have been broken into code 01 $2272-80 & leaving loading paid to K. Caves to C2 $102-41
It also appears that overtime was paid to J. Kearney & Mrs. B. Hobson - Please advise if overtime

Accountant,

per:

ADVICE OF RECOUPMENT

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P Moore. 13/4/78.

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 78

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 30-3-78., 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
389	209319	R. T. Houghton		198	00
390	209320	Vaucluse Locksmiths Pty. Ltd.		100	00
391	209321	Tanner Middleton Pty. Ltd.		228	29
392	209322	Tanner Middleton Pty. Ltd.		11	03
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 537	32

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 79

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yarrahe Town Victoria

at Bank of N.S.W. Nuriootpa (bank and branch)

for the period ended 5-1-1979, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
404	209334	Summit Souvenirs		1228 - 80
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 1226 - 80

Vouchers totalling $ 1226.80 were recouped on 22/1/79

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 80

RECOUP SUMMARY

Park code ..6..

EXPENDITURE FROM ADVANCE A C OF Vaucluse Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 5-4-1978, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$	c
[illegible]	[illegible]	[illegible] w/c. 5-4-1978 nett	[illegible]	[illegible]
394	209324	Income Taxddeductions	265	65
395	209325	Mrs. Una Maloney	117	00
396	209326	Francos Trading Company Pty. Ltd.	146	00
397	209327	Australian Telecommunications	118	31
398	209328	Caltex Oil (Australia) Pty. Ltd.	28	00
403	209333	J. H. Griffin	15	40
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED	$1974	37

Vouchers totalling $1974.37 were recouped on 20/4/78

Accountant,

per:

ADVICE OF RECOUPMENT

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 81

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [illegible]

at Bank of N.S.W. Yuclare (bank and branch)

for the period ended 5-4-1973, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
399	209329	Ivor Wilson		264 - 00
400	209330	R. T. Houghton		264 - 00
401	209331	J. & M. D. Andrew Pty. Ltd.		264 - 00
402	209332	Decorative Brass		44 - 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 836 - 00

Vouchers totalling $836.00 were recouped on 20/4/73

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 82

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF Yanchep historic site

at Bank of N.S.W. Yanchep. (bank and branch)

for the period ended 12-4-1978. 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
405	209335	Salaries & Wages w/e. 12-4-78 nett		1266	33
406	209336	Income Tax Deductions		256	90
407	209337	Tanner Middleton Pty. Ltd.		19	18
408	209338	B. Best		100	00
409	209339	Road Runner Services Pty. Ltd.		17	50
410	209340	Edward Arnold (Aust) Pty. Ltd.		9	88
411	209341	Mrs. U. Maloney		117	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 1786	79

Vouchers totaling $ 1786-79 were recouped on 11/2/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 83

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Yarrahappini Homestead Historic Site

at Bank of N.S.W. Tamworth (bank and branch)

for the period ended 12-4-1973, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
412	209342	George Yoneas		125	00
413	209343	Ivor Wilson		330	00
414	209344	R. T. Houghton		264	00

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 84

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 20.4.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
415/6	209345/6	Salaries and wages. w.e. 19.4.1978 (nett)		1,254.	12
		Public Moneys a/c. Income tax deductions		265.	90
417	209347	Met. Water Sewerage & Drainage Board		403.	00
418	209348	Edward H. O'Brien Pty. Ltd.		68.	00
419	209349	Franos Trading Coy. Pty. Ltd.		198.	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2,189.	94

Vouchers totalling $ 2,189-94 were recouped on 3/5/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 85

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 20.4.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
420	209350	Ivor Wilson		330.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION ... ...

TOTAL TO BE RECOUPED .. ... $ 330. 00

Vouchers totalling $ 330.00 were recouped on 21/5/78.

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8089–S

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 86

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF Vaucluse House Historic Site

at Bank of N.S.W. • Vaucluse (bank and branch)

for the period ended 27.4.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $ c
421/2	209351/2	Vaucluse House Historic Site Salaries and wages. w.e. 26.4.78		1,493. 29
~~XXX~~		Public Moneys a/c. Income tax deductions		315. 45
423	209353	Una Maloney. Secretarial service		234. 00
424	209354	Leyland Motor Corp. of Aus. Ltd.		113. 15
* 425	209355	Wormald International Aus. Pty. Ltd.		40. 42
426	209356	Road Runner Services Pty. Ltd.		33. 50
427	209357	Tesselaar's Padua Bulb Nurseries		178. 50
428	209358	Copy Cat Printing		25. 65

* Please note that item 11 is a deduction for Head Office use only - no money would be allocated under item 11 for Vaucluse House H.S. Therefore the amount of $40.42 has now been charged against your maintenance allocation item 27: code 26027.

7/5/78

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 2,433. 96

Vouchers totalling $2433.96 were recouped on 12/5/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 87

RECOUP SUMMARY

Park code 16

EXPENDITURE FROM ADVANCE A C OF Vaucluse Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 27.4.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
429	209359	Yvonne Brown		263.	50
430	209360	R.T. Houghton		297.	00
431	209361	Ivor Wilson		330.	00
432	209362	M. O'Leary		127.	11

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED $1,017. 61

Vouchers totalling $1,017.61 were recouped on 1/5/78

Accountant,

per:

ADVICE OF RECOUPMENT

st 8050—6

D. West, Government Printer

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE
ON THURSDAY, 18TH MAY, 1978
AT 5.00 P.M.

A G E N D A

1. Apologies for absence

2. Confirmation of minutes

3. Matters arising from minutes

4. Correspondence

5. General business
   (i) To receive nominations for the vacancy on the Board of Trustees.

   (ii) To receive a report from the President, after consultation with the Minister for Lands, regarding the opening of the Museum.

   (iii) Progress on lease of Tea Room. (The President)

6. Reports of sub-committees
   (i) House

   (ii) Legal, Insurance and P.R.

   (iii) Grounds

   (iv) Museum

7. Secretary/Manager's report

8. Finance
   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE ON THURSDAY, 18TH MAY, 1978

PRESENT:	Mr. K.R. Doyle	President (in the Chair)
	Mr. P. Cook	Vice President
	Mr. E.C. Colman	Treasurer
	Mr. M.D. Finlay	
	Mr. R. Rowe	
	Mr. W.M. Nolan	
	Mr. A.E. Cramer-Roberts	
	Mr. H.A.R. Snelling	Counsellor
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager

APOLOGIES FOR ABSENCE:
Mr. G. Sample

MINUTES:
The minutes of the last meeting were confirmed.

MATTERS ARISING:
Further to the parking of coaches in Wentworth Road, the Town Clerk of Woollahra had confirmed by letter that the re-siting of the Public Transport bus zone would not involve moving the bus shelter.

In respect of the proposed up-grading of the Services area Mr. Rowe produced a survey plan for a possible re-siting of this structure, about 30 metres to the south-east of existing gardeners' compound. Additionally, he presented a sketch plan of the proposed new building which would be suitable for either the existing or alternative location.

Proposals regarding both schemes will be presented to the Service architect for consideration.

The President thanked Mr. Rowe for his attention to this matter.

CORRESPONDENCE:
In connection with the forthcoming opening of the museum section in the stable block, letters giving permission to exhibit a variety of documents were received from:

The State Library of N.S.W. (Mitchell Library)
The Archives Authority of N.S.W.
The National Library of Australia
The Parliament of N.S.W. (Records).

A letter from the Director enclosing a circular memorandum on the future of Service Seminars was considered. In brief it suggested that future seminars should be locally organised, but where necessary, assisted by Head Office with speakers, material etc.

It was unanimously agreed that the last "Historic Sites" Seminar had been most successful and instructive.

As there are numerous historic sites and structures under Service control in the Sydney District, all Trustees considered that

future seminars could be successfully and economically organised, especially if we could invite the participation of the National Trust and the Trustees of Elizabeth Bay House.

The Secretary/Manager was instructed to discuss the whole matter with Mr. Terry Barratt, Superintendent of Sydney District with a view to obtaining his co-operation in organising regular "Historic Sites" Seminars at local level.

Copies of letters written by the President thanking Mr. Terry Barratt for his interesting talk at the April meeting of the Trust and to the Board of Fire Commissioners commending the quick response of the local Brigade to a false fire alarm at Vaucluse House were tabled and approved by the meeting.

The Secretary/Manager tabled a copy of a memorandum to the Service Legal Officer, Mr. Dane Cook regarding acceptance of the summons in the case of Munn v. Trustees regarding a fall in the reception room on 14.5.1977. The whole matter would be handled by the G.I.O. of N.S.W. The meeting formally approved the memorandum and action taken by the Secretary/Manager.

GENERAL BUSINESS:

(i) The President advised that he had approached Mrs. Rosemary Foote, prospective parliamentary candidate for Vaucluse, regarding the vacancy on the Board of Trustees. She was highly honoured that she had been considered to fill the vacancy, but felt that at the present time she could not devote enough time to Trust matters and therefore regretfully declined. However, should another vacancy occur within the next two or three years she would be delighted to receive consideration.

A number of other possible candidates were considered, but the majority favoured Mr. Finlay's suggestion of General Sir Thomas Daly (ret'd).

Mr. Finlay was requested to approach Sir Thomas with a view to finding out if he would be willing to have his name put forward for consideration by the Minister for Lands.

(ii) In connection with the opening of the Museum, the President advised that the Minister for Lands was away at the present time, but he had left a note with his Secretary and the Minister would then advise what evening he would be available during the week commencing 24th July, 1978.

It was agreed that as much publicity as possible should be given to the opening of the Museum and that the Public Relations Officer of the Service, Mr. Berkeley Wiles be involved. The Vice-President undertook to write a provisional press release.

It was decided that the Trustees should have a preview of the exhibition before the commencement of the Trust meeting on July 20th (since amended to June 15th) and that the Director, Mr. D.A. Johnstone be invited to attend.

A suggested invitation list had been compiled by Mr. H.L. Yelland and lodged with the Secretary/Manager. This consisted of 58 names at present, including Trustees.

(iii) In respect of the lease of the Tea Rooms the President advised that Michael Avenell Pty. Limited had now agreed to signing the lease upon receiving a letter from the Service signifying that certain clauses were altered in accordance with their requirements.

Trustees present expressed appreciation of the President's tenacity in dealing with these protracted and often frustrating negotiations with Michael Avenell Pty. Limited.

REPORTS OF SUB-COMMITTEES

(i) House. The Vice-President as convener, advised that the sub-committee had examined the architect's report on the master bedroom and agreed in principal with his recommendations. They also suggested that we should cease to compromise in the matter of wrong period items and recommended that the Dexter rocking-chair, the Tub Chair and the Kerosene Table Lamp be offered on permanent loan to Greycliffe House and that the Secretary/Manager negotiate with the Service to see if some compensation could be credited to our account to buy replacement pieces.

The President thanked the convener for his report and the meeting accepted all recommendations made.

(ii) Legal and P.R. The matter of Munn v. Trustees had already been dealt with under correspondence.

Unfortunately, Mr. Sample was absent from the meeting and could not give a further report regarding the proposed concert series. However, Mr. Cramer-Roberts reported that at the last committee meeting of the "Friends", Mr. Sample had been present and had indicated that a charge of $12.50 per head would seem appropriate, this to include a buffet meal and wine.

(iii) Grounds. The convenor, Mr. Colman referred to the Secretary/Manager's report regarding planting of young trees alongside Laura Walk in the south paddock and asked if there was any policy regarding re-afforestation.

The Secretary/Manager advised that we were following a policy, probably some ten or fifteen years old of which he had been advised, verbally,(by the late Mr. J.R. Barrett) when he was appointed Secretary/Manager in 1973. In those days there were no sub-committees, but each Trustee had a specified area of responsibility and Mr. Barrett looked after Finance and the Grounds.

The policy with regard to outer areas of the ground was to re-afforest with native trees and in the formal area of the grounds, with trees or bushes similar to those which died or fell down.

The six trees planted out are "brush boxes" propagated to a height of about five feet in our own greenhouse before planting out.

After some discussion it was agreed that the Grounds Committee should give consideration to up-dating and formalizing the programme when the long-awaited report from Mr. Broadbent became available.

(iv) Museum. Mr. Snelling advised that progress towards completion of the exhibition rooms was going well. He also mentioned a manuscript written by the late Mr. Karl Schmude, husband of the Trust secretary from 1954 to 1972, which described their first ten years at Vaucluse House. He had found it of great interest and considered it would be a useful

Aims and Objectives of the Friends

addition to the Trust's records. A copy was held by the Secretary/Manager which could be borrowed by Trustees interested in reading it.

SECRETARY/MANAGER'S REPORT

This, having been circulated with the minutes, was formally adopted.

FINANCIAL REPORT

This was formally approved and recoup summaries 75 to 87, having been passed for payment by the Service were confirmed.

OTHER BUSINESS

Mr. Cramer-Roberts, as Chairman of the "Friends" requested Trust approval to hold the Annual General Meeting of the Friends in the House on Sunday evening the 20th August, 1978 and a function for members of the Honorary Staff Scheme on the 12th June, 1978. Permission was granted.

Mr. Cramer-Roberts then went on to say that there had been some discussion at recent "Friends" committee meetings regarding the function of the association.

Mr. Finlay who had been largely responsible for the formation of the "Friends" in 1972/73 said that the aims and objectives of the organisation were precisely laid down in the Articles of Association and in brief these were:

(a) To raise money for Trust funds
(b) Assist the Trust in any other way that the Trustees might require from time to time.

The President said that the voluntary work the "Friends" were now doing in connection with the "Guardian" scheme, was well worthwhile and greatly appreciated by the Trustees.

Whilst overseas, Mr. Nolan had visited the Dodington Carriage Museum in England and handed to the Secretary/Manager an illustrated brochure on the Museum which he had obtained from the Coachman, Mr. C. Henderson.

Mr. Nolan suggested that the Secretary/Manager should write to Mr. Henderson about our coaches and also send him a copy of our Guide Book. The Secretary/Manager said he would be only too pleased to comply.

As there was no further business to discuss the President declared the meeting closed at 8.05 p.m.

Signed as a true record

President

Secretary/Manager

15 JUN

VAUCLUSE HOUSE HISTORIC SITE

Report for May, 1978

FROM: Secretary/Manager TO: The Trustees

STAFF

On the advice of her doctor, Mrs. Kearney, the Housekeeper, has been ordered to rest for two months because of her heart condition. I managed to arrange payment for her during this time with Head Office; i.e., one months sick-leave and 1 months long service leave. During her absence Mrs. Gwen Powell, wife of the Assistant Gardener is carrying out the duties of Housekeeper.

Mrs. O. Sames had two consecutive week-ends unpaid leave during the month to attend the funeral of her mother in Dubbo. She was also ill on the holiday Monday, 5th June. Mrs. Hobson carried out the desk duties on all these occasions

There was a little short term absenteeism amongst the grounds staff due to sickness during the month.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

The greater part of the carpenter's time this month has been taken up by additions and alterations required in the Museum area. Additional electric lights have been installed in this area, as required by Mr. Yelland.

The painter has also been occupied, for part of his time, in the Museum, but is proceeding well with the external painting of the north wing of the House.

The plasterer has finished off the re-pointing of the western wall of the bedroom wing and also carried out further repairs to some of the paths adjacent to the Guard-room. For the past few days he and the carpenter have been preparing the walls of the hall, vestibule, guests' diningroom and morning room to receive the skirting boards once again. Removal of the poultice render has been started and replastering of all the exposed stonework in these areas will proceed thoughout July. We should be ready to start re-decoration of these rooms in September, after the new plaster has had a chance to dry out.

Wormalds have completed the installation of the new Minerva flashing smoke detectors throughout the House.

For some time we have been trapping rats every day in the gardeners' quarters and in the stable block, but when one, in the middle of the day, took the painter's cake of soap just as he was about to pick it up to wash his hands before lunch, I considered the matter required professional attention. I therefore called in Rentokil. Their inspector told me that judging from the amount of fresh droppings, the rats had almost reached plague proportions, his estimate being in excess of three hundred. He said that they could rat-proof the area and lay baits for $660.00, so I instructed them to get the job done immediately. The initial stages were completed yesterday (Tuesday, 6th June), but they will continue inspection and laying fresh baits over the next three or four weeks). Costs will be borne under item 27 of the general account.

VAUCLUSE PARK

The winter work programme is proceeding according to schedule; one of the big achievements this month has been the clearing of a large area to the east of the gardeners' quarters of noxious growths such

as lantana,"morning glory" and "wandering Jew". This will enable the natives, which we wish to encourage, to get themselves more firmly established.

The storms of 31st May and 1st June caused a considerable amount of damage in the park with the up-rooting of four trees, two of them being beautiful, long established cypress pines. Other adjacent trees and bushes were quite severely damaged by the fall of these pines and there were many branches torn off trees all round the park.

All seedlings have now been planted ready for spring flowering and the beds have been temporarily protected with wire netting from the depradations of dogs and small children. As soon as the plants are well established the netting will be removed.

GENERAL

A notice in the Tea Room advising that members of coach parties will only be served tea or coffee at the kiosk counter and not at the tables has been the subject of a number of complaints to me. One lady contended that this is discrimination against a substantial number of visitors to the House and that coach customers are being treated as inferior members of the community. She said that she would consider bringing a case against the Trust under the Anti-discrimination laws.

The writer is aware of the reason for the notice, but considers that it shows scant appreciation of customer psychology or indeed sales-manship.

A re-wording of this notice could make the coach passenger feel important and wanted as a customer instead of, as this notice implies, a nuisance. I would suggest a notice similar to the following:

COACH PARTY PATRONS

KINDLY NOTE THAT PROMPT SERVICE FOR BEVERAGES IS ONLY AVAILABLE AT THE COUNTER

OR

FOR PROMPT SERVICE PLEASE OBTAIN YOUR REQUIREMENTS FROM THE COUNTER

OR

IF YOUR TIME IS LIMITED, PLEASE HELP US TO HELP YOU BY OBTAINING YOUR REQUIREMENTS AT THE COUNTER

A.E. Hobson
SECRETARY/MANAGER
8.6.1978

MAY, 1978

FINANCIAL REPORT

Admissions to Vaucluse House	No. of Admissions	Income
Ticket Values		
80¢	4,459	$3,567. 20
40¢	1,303	521. 20
30¢	1,110	333. 00
Coach Tours and Party		
Admissions by voucher		
80¢	623	498. 40
40¢	168	67. 20
30¢	103	30. 90
	7,766	$5,017. 90 ($5,023.40)

COMPARATIVE CUMULATIVE TOTALS	1976/1977	1977/1978
Financial Year		
48 weeks	81,251	84,984
COMPARATIVE MONTHLY TOTALS		
May	7,942	7,766

REVENUE

Admissions for the month have been good for this time of the year and sales of souvenirs etc. continue to make a significant contribution to overall revenue.

Income from all sources totalled $7,897.26 of which general revenue due to the N.P. and W.S. was $4,225.16 whilst $3,672.10 was credited to the Special Purposes Account.

BUDGET

The general account has been operated within overall Service allocations for the past eleven months of the financial year.

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr
By:	Balance brought f'w'd 1.5.78		$6,600. 60
To:			
	R.T. Houghton - Painting	264. 00	
	I. Wilson - Carpentry	264. 00	
	J. & M.D. Andrew. Plastering etc.	330. 00	
	I. Wilson - Carpentry	330. 00	
	Fisher Lucas.(6 months retainer)	500. 00	
	I. Wilson.- Carpentry	330. 00	
	J. & M.D. Andrew. Plastering etc.	330. 00	
	R.T. Houghton - Painting	264. 00	
	M. Avenell (Function Oct. 1977)	517. 40	
	R.T. Houghton - Painting	330. 00	
	Grafton Galleries. (Knife Box)	40. 00	
	M. Avenell Pty. Ltd.	136. 30	
	J. Dewar & Son Ltd.	69. 05	
	R. Rowe (Plans - Service area)	256. 50	
	Fisher Lucas (Progress fee - kitchen area)	1,327. 60	
BY:	Revenue		3,672. 10
TO:	Balance c'd f'wd at 31.5.1978	4,984. 25	
		$10,272. 70	$10,272. 10

...2

MAJOR COMMITMENTS

Kitchen Complex - painting, say	$1,200. 00
Kitchen Complex - equipment, say	500. 00
Refurbishing Master bedroom, say	3,000, 00
Re-decoration Boys' bedroom, say	800. 00
Re-decoration Main Hall, Vestibule, Guests' Dining-room, Morning room, say	3,500. 00
Remaining work as detailed House Committee Report of July, 1977, say	600. 00
Museum - remaining work, circa	500. 00
Contingencies	500. 00
	$10,600. 00

Therefore, the amount required above and beyond the current credit balance in the Special Purposes Account, to cover known commitments is $5,615.75 which is about six weeks income at anticipated rate of increment.

A.E. Hobson
SECRETARY/MANAGER
7.6.1978

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 88

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF Vaucluse House Historic Site

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 2.5.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
433/4	209363/4	Vaucluse House Historic Site Salaries and wages. w.e. 3.5.1978 (nett)		1,563. 14
		Public moneys a/c. Income tax deductions		345. 60
435	209365	Vaucluse House Historic Site. Petty cash expenses		46. 84
436	209366	Franos Trading Coy. Pty. Ltd.		159. 00
437	209367	J. Griffin		17. 90
438	209368	Eastern Suburbs Lime & Cement Store		117. 02
439	209369	Copy Cat Printing.		34. 44
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,283. 94

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

184

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 89

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended ..... 19 ....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
440	209370	Drystat Pty. Limited		1,230. 00

EXPENDITURE TO BE CHARGED AGAINST

NATIONAL ESTATES PROGRAMME.

.....

FOR THE PERSONAL ATTENTION OF

MR. E. IRVING. ACCOUNTANT

.....

CODE. ~~04 26 27~~ 842659

Please note: Rising Damp Control Job No. is

842659 - 005.

17/5/78

TOTAL TAXATION .. ...

TOTAL TO BE RECOUPED .. .. $ 1,230. 00

Vouchers totalling $[redacted] were recouped on [redacted]

Accountant,

per:

ADVICE OF RECOUPMENT

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D. West, Government Printer

189

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 92

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF Kuolase Lmc ia ovic Lib

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 2.5.1973, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
441	209371	R.T. Houghton		264.	00
442	209372	Ivor Wilson		264.	00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 528. 00

Vouchers totalling $ 528 00 were recouped on 19/5/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 91

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [redacted]

at [redacted] (bank and branch)

for the period ended 10.5.1976, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
443/4	209373/4	Salaries and wages. w.e. 10.5.1976 (nett)		1477. 61
		Public Moneys a/c. Income tax deductions		314. 70
445	209375	N.E. Baker & Co. Pty. Ltd.		5. 98

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 1,798. 29

Vouchers totalling $[redacted] were recouped on [redacted]

Accountant,

per:

ADVICE OF RECOUPMENT

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D. West, Government Printer

1911

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 92

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended [illegible], 19 ..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
446	209376	J. & M.D. Andrew Pty. Ltd.		330 00
447	209377	Ivor Wilson		330 00
448	209378	Fisher Lucas		500 00

SPECIAL PURPOSE ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 1,160. 00

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 23

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF VAUCLUSE H[illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 16.5.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax * $ c	Amount to be recouped $ c
449/50	209379/80	Vaucluse House Historic Site Salaries and wages.		1,428. 29
		Public Moneys a/c. Income tax deductions		208. 80
451	209381	The Sydney County Council		~~327. 18~~ 406- 83
452	209382	Eastern Suburbs Lime & Cement Store		129. 26
453	209383	Edward Arnold (Aus) Pty. Ltd.		123. 50
454	209384	E. Best		100. 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ ~~2,297. 07~~ 2476-68

Vouchers totalling $2[illegible] were recouped on 1/1-[illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 94

RECOUP SUMMARY

Park code [illegible]

EXPENDITURE FROM ADVANCE A C OF [illegible]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 16.[illegible], 19[illegible]

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
455	209385	Ivor Wilson		330.	00
456	209386	J. & M.D. Andrew Pty. Ltd.		330.	00
457	209387	R.T. Houghton		~~330.~~ 264-	~~00~~ 00
458	209388	Michael Avenell Pty. Ltd.		517.	40

[illegible]
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ ~~1,507. 40~~ 1441-40

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

A MEETING OF THE TRUSTEES WILL BE HELD AT VAUCLUSE HOUSE ON
THURSDAY, 15TH JUNE, 1978
AT 5.00 P.M.

An inspection of the Museum will take place before the commencement of the business meeting.

A G E N D A

1. Apologies for absence.

2. Confirmation of minutes

3. Matters arising fromminutes.

4. Correspondence

5. General business
   - (i) To decide the name of the person to be recommended for the vacancy on the board.
   - (ii) To decide the exact date for the official opening of the Museum, to examine the proposed list of guests and to arrange the programme for this function.
   - (iii) To decide upon a date for an inspection of the Museum by the Friends after the official opening. (A suggestion has been made that this might take place after the Friends Annual General Meeting on 20th August, 1978).

6. Reports of sub-committees
   - (i) House
   - (ii) Legal, Insurance and P.R.
   - (iii) Grounds
   - (iv) Museum

7. Secretary/Manager's report

8. Finance

   Accounts paid since the last recoupment summary was submitted to the Board are as detailed on summaries tabled. These have been passed to N.P. and W.S. and formal confirmation by the Board is now requested.

9. Any other business

A.E. Hobson
SECRETARY/MANAGER

TRUSTEES OF VAUCLUSE HOUSE HISTORIC SITE

MINUTES OF MEETING HELD AT VAUCLUSE HOUSE
ON THURSDAY, 15TH JUNE, 1978

PRESENT:	Mr. K.R. Doyle	President (in the Chair)
	Mr. P. Cook	Vice President
	Mr. E.C. Colman	Treasurer
	Mr. M.D. Finlay	
	Mr. R. Rowe	
	Mr. W.M. Nolan	
	Mr. G. Sample	
	Mr. A.E. Cramer-Roberts	
	Mr. H.A.R. Snelling	Counsellor
GUESTS:	Mr. D.A. Johnstone	Director, N.P. and W.S.
	Mr. H.L. Yelland	
	Mrs. H.A.R. Snelling	
IN ATTENDANCE:	Mr. A.E. Hobson	Secretary/Manager

The President welcomed the guests at the meeting.

INSPECTION OF MUSEUM:

Prior to the commencement of the business meeting the board and guests inspected the Museum with which they were markedly impressed. The President congratulated Messrs. Snelling and Yelland on the excellence of the layout of the exhibits and thanked them for their great devotion to the task of researching and collating the material during the past three years.

The Director fully endorsed the remarks made by the President and felt it was most gratifying when former Trustees, who had passed the statutory retiring age, continued to serve the House with the zeal shown by Mr. and Mrs. Snelling and Mr. Yelland.

MINUTES:

The minutes of the last meeting were confirmed.

MATTERS ARISING:

Mr. Rowe advised that alternative plans for the proposed new services area would be ready in the near future.

The Secretary/Manager advised that in accordance with instructions given to him at the last meeting, he had discussed the matter of seminars involving all historic sites in the Sydney Area with District Superintendent T.R. Barratt and was pleased to advise that Mr. Barratt had agreed enthusiastically with the proposals put forward by the Trustees. He would now be contacting the Advisory Committees of the other historic sites for their comments on these proposals.

Pertinent to this matter, the Director advised that he was strengthening the committee of Captain Cook's Landing Place and forming a new committee for Bare Island and La Perouse Monuments. Furthermore he applauded the Trust's initiative in this matter and in particular the suggestion that representatives of the National Trust and Elizabeth Bay House Trust should be invited to participate in future seminars.

The President advised that all differences of opinion in the matter of the lease of the Tea Room and Kiosk appeared to be resolved. The Director commented that according to advice received from his officers the lease was now in the hands of

Avenell's solicitors and he hoped there would be no undue delay in concluding this matter.

Mr. Sample advised that in respect of the proposed series of concerts in the House, he had now finalised arrangements with the Australian Opera Company. The dates selected were 26th August, 9th September, 14th October and 25th November, 1978, performances to commence at 7.30 p.m. The charge per person would be $12.50 each to include a smorgasbord dinner.

Mr. Sample then tabled a draft of publicity material for the concerts.

Mr. Finlay commented that the application form for tickets required revision as it did not give the address to which applications should be sent, neither did it state to whom the cheques should be made out.

The Secretary/Manager suggested that in the first line of the fourth paragraph of the text the word "Trustees" should be substituted for "Friends"; he also said that the holding of this series of concerts would involve the staff in a considerable amount of overtime work and asked that Mr. Sample should arrange to discuss with him the organisation and logistics of the exercise.

Subject to the minor alterations to the text of the publicity leaflet, the Trust then gave its formal approval to the use of the House for this series of concerts on the dates stated.

With reference to the Broadbent report on the formal gardens, Mr. Colman confirmed that this had been promised in early spring. He further confirmed that the Grounds Committee would be reviewing the re-afforestation programme in the near future.

CORRESPONDENCE:

A letter from the Board of Fire Commissioners expressing appreciation of the President's letter regarding the efficiency of the local fire brigades responding to a false alarm on our fire detection system was read and noted.

A letter of thanks was received from the Fort Scratchley Committee of the Newcastle City Council for the conducted tour of the House given to them by the Secretary/Manager on Saturday, 10th June.

A copy of a letter written by the President to the Director regarding the proposed transfer of certain items of furniture to Greycliffe House was tabled and approved.

GENERAL BUSINESS:

(i) In view of the fact that Sir Thomas Daley had indicated that his present commitments precluded him from becoming a candidate for the vacant position on the Board, it was unanimously decided to recommend to the Minister, that, subject to her agreement, Miss Suzanne Mourot, Mitchell Librarian, be appointed to the position of Trustee. The President undertook to contact Miss Mourot and if she indicated her willingness to accept the position, he would, as Member for Vaucluse, make the requisite recommendation to the Minister.

(ii) The Minister having indicated that he would be available to open the Historical Museum on the 26th July, 1978, it was formally agreed that the function should take place on that date at 7.30 p.m. to be followed by a smorgasbord dinner in the House.

(iii) After some discussion it was agreed that the"Friends of Vaucluse House" be invited to inspect the Museum after their Annual General Meeting on Sunday evening, the 20th August, 1978.

REPORTS OF SUB-COMMITTEES:

(i) House. The Vice-President, as convener advised that the committee had, accompanied by the architect, Mr. Lucas, made a further inspection of the House and would be putting forward final recommendations for the re-decorating, carpeting and furnishing of the master bedroom. It had been agreed with Mr. Lucas that certain items of out of period furniture would need to be replaced and other items re-sited. Mr. Lucas would be putting forward these further recommendations, in writing, in due course.

The Director advised that the Service was compiling a "shopping" list of requirements for various historic sites including such places as Throsby Park and Hartley. He felt that the officers concerned might well be able to assist the Trust in locating items required for Vaucluse House. Initially one possible source of material was an auction taking place at Exeter Hall on the 24th June.

The President thanked the Director for his offer which would most certainly be taken up at the appropriate time.

(ii) Legal, Insurance and P.R. Mr. Cramer-Roberts said that the "Guardians" had been most appreciative of the reception given to them by the Trust and Committee of the Friends. Thought would now be given in co-operation with the Secretary/Manager as to how the scheme could most advantageously be extended to cover surveillance of the Historical Museum when it was opened for viewing by the public.

(iii) Grounds. The Treasurer, as convener advised that he had nothing to add to his remarks made under matters arising.

(iv) Museum. As the work of the committee was virtually completed Mr. Snelling advised that he had nothing further to add to what had already been said by himself and Mr. Yelland at the inspection.

SECRETARY/MANAGER'S REPORT:

This, having been circulated with the minutes, was formally accepted.

Additionally however, the President felt that now that we had such a valuable collection of material in the Museum thought should be given to fire protection similar to that in the House. He also considered that we should find out if additional insurance cover was necessary on the contents of the Museum.

The Secretary/Manager said he would deal with both these matters as soon as he returned from leave.

FINANCIAL REPORT:

This, having been circulated with the minutes was formally adopted.

Recoup summaries 88 to 94, having been passed for payment by the Service were formally approved.

Mr. Cramer-Roberts advised that a donation of $1,000.oo to Trust funds would shortly be forwarded by the Friends.

OTHER BUSINESS:

Mr. Snelling reminded Mr. Sample that he had offered to look into the possibility of getting a recording done of the words and music of the Dirge which was specially written for Wentworth's funeral in 1873.

As there was no other business to discuss the President thanked the Director for his attendance and closed the meeting at 7.55 p.m.

Signed as a true reocrd

President

Secretary/Manager

VAUCLUSE HOUSE HISTORIC SITE

Report for June, 1978

FROM: Secretary/Manager TO: The Trustees

STAFF. Mrs. J. O'Connor, the desk clerk from Monday to Friday, had the misfortune to break her arm at home on the 21st June and will be absent from work for some time. From that date until the 4th July, Mrs. Hall arranged for the desk to be staffed by Mrs. U. Maloney the casual shorthand/typist who attends to the typing when Mrs. Hall is on leave. Mrs. Hobson has been on duty at the desk since the 4th July.

Mr. J. Vecchio, park worker, was absent with a cold from the 19th to 21st June inclusive. Mr. J. Kennedy, House Attendant, was absent with fibrositis from the 19th to the 23rd June inclusive.

The writer and Mrs. Hobson proceeded on leave on the 19th June and returned on the 3rd July.

Mrs. Hall had a somewhat trying time whilst the writer was on leave, but was quite determined that I was going to have my fortnights holiday undisturbed, for which I was most grateful.

Mr. G. Vecchio, park worker, proceeded on a weeks leave commencing 10th July.

VAUCLUSE HOUSE AND ANCILLARY BUILDINGS

Work in the Museum area of the stables was virtually completed by the third week of the month.

This was most opportune as it released the carpenter to work full time, in conjunction with the plasterer on the restoration of the main hall, vestibule, guests' diningroom and morning room after the twelve months drying out period subsequent to the installation of the electro-osmosis system of rising damp control. It is expected that at least the hall and guests' diningroom will be finished apart from re-decorating by the date of the reception on the 26th July.

The re-painting of the exterior woodwork of the House is now approaching completion apart from the first floor window frames of the south-wing which will be done after the installation of interior fly-screens in the Secretary/Manager's quarters.

Rentokil have continued to visit the stables during the month to continue elimination of the rats in that area, although none have been seen by the staff since their initial clearance on the 2nd June.

The fire-alarm system developed a fault on the 21st June and this was attended to by Wormalds.

VAUCLUSE PARK

A considerable amount of inclement weather during the month slowed down the winter work programme and heavy winds again broke a number of branches from trees throughout the park.

Repair and repainting of the peripheral fence, commenced early in the month, is proceeding well. This is being funded from Item 27 of the general account.

There appears to have been an increase in vandalism in the park recently, two seats were taken from the path skirting the eastern main lawn, one was thrown on to the lawn causing deep indentations to the surface, the other was thrown on the path leading down to the creek and the cast iron legs and arm rests broken beyond repair. The temporary wire netting fence, put up to protect seedlings in the bed around the central pond, was torn down and the bed trampled on, about three dozen young plants were destroyed in this senseless act. Some members of staff suspect this is the work of a number of teenagers living on Birrabirra Avenue who have been reprimanded in the past for making a nuisance of themselves in the park. This vandalism, which has included defacing and tearing down of notices mainly occurs "after hours". The only real solution to this continuing problem is a vandal proof fence right around the park. I have alerted "Citizen Patrol" to keep a closer watch on the eastern side of the park from dusk to around 10.00 p.m.

GENERAL.

The Wedgewood Society were given a conducted tour of the House by the writer and Mrs. Hobson on Tuesday evening, the 6th June. They expressed their appreciation with a donation of fifty dollars to Trust funds.

On Saturday afternoon, 10th June, at the request of the Director, I gave a conducted tour of the House to the Fort Scratchley Committee of the Newcastle City Council. Special attention was given to describing our restoration programme and the system of combating rising damp.

Upon my return from leave Mrs. Hall and Mr. Kearney advised me that the Jaguar Owners' Club Rally on the western paddock held on Sunday, 25th June got out of hand due to lack of control by the officials and the excessive number of cars in the rally (51). The specific complaints made by our staff are as follows:

(i) The members of the club would not comply with the request not to drive over the low parts of the paddock which were still waterlogged from previous heavy rains.

(ii) The organisers and officials appeared to have no control over their members.

(iii) There was excessive drinking amongst some members who became inebriated and abusive to staff.

(iv) Although specific instructions had been given by the writer in a letter to the Secretary of the club, some members refused to leave the grounds at 5.00 p.m. As they had still not left by 5.15 p.m., Mr. Kearney locked the car park gate and said he would return at 5.30 p.m. after he had set the alarms in the House. When he returned, accompanied by Mr. Powell, at the time statedone member with a wrench, hammer and spanner was dismantling the gate to let the cars out. Repairs to the gate had to be carried out by Mr. Wilson, the carpenter, on the Monday morning.

This is the second year running that we have had problems with the Jaguer Owners' Club and I would recommend that they be banned from holding their rally in the grounds in the future. No other club has ever caused us the slightest trouble and indeed they have always acted as if it was a great privilege to be permitted to use our grounds for their rallies.

The first re-print of the Guide book has been delivered and placed in bulk storage.

Arrangements for Opening of Museum

1. All invitations to the Reception on the 26th July were sent out on the 5th July and some acceptances already received.

2. All necessary instructions in writing have been given to Mrs. Avenell in respect of catering arrangements.

3. A provisional timed programme for the evening will be presented for consideration by Trustees at the Trust meeting on the 20th July.

4. Copies of the press release have been sent to the Director for the Minister and the Service P.R.O. who will be compiling the notes for the Minister's speech.

5. The Service will be providing a photographer to record proceedings on the night.

6. Extra staff will be provided by Sydney District.

7. The outer courtyard car park entered from Olola Avenue will be reserved for Trustees and V.I.P. cars. The public car park entered from Wentworth Road will be open for the cars of all other guests.

8. Floodlighting of the area between the inner courtyard gate and the entrance to the Museum has been arranged.

9. One of the keys to the door of the Museum is being gold-plated for the Minister to perform the opening ceremony.

10. Any loose ends will be tied up before the event.

A.E. Hobson
SECRETARY/MANAGER
11.7.1978

JUNE, 1978

FINANCIAL REPORT

Admissions to Vaucluse House Ticket Values	No. of Admissions	Income
80¢	3,217	$2,573. 60
40¢	835	334. 00
30¢	642	192. 60
Coach Tours and Party Admissions by voucher:		
80¢	251	200. 80
40¢	84	33. 60
30¢	153	45. 90
	5,182	$3,380. 50 ($3,586.60)

COMPARATIVE CUMULATIVE TOTALS		
Financial Year	1976/1977	1977/1978
52 weeks	86,629	90,166

COMPARATIVE MONTHLY TOTALS		
June	5,378	5,182

REVENUE

Admissions for the month have been satisfactory for this time of the year. Total income from all sources amounted to $5,432.45 of which $2,919.95 was General Revenue due to the N.P. and W.S. whilst $2,512.50 was credited to the Special Purposes Account.

BUDGET

The General Account was operated within overall Service allocations for the financial year ending on 30th June, 1978

SPECIAL PURPOSES ACCOUNT

	Item	Dr.	Cr
BY:	Balance bt. fwd. at 1.6.1978		$4,984. 25
TO:	D.F.P. Investments. Towel rail	35. 00	
	I. Wilson. Carpentry	335. 40	
	R.T. Houghton. Painting	346. 09	
	F.X. Plastics. Perspex sheets	230. 52	
	I. Wilson. Carpentry	330. 00	
	R.T. Houghton. Painting	305. 25	
	Fisher Lucas. Door Furniture. Kitchen	122. 17	
	J. & M.D. Andrew. Plastering,etc.	330. 00	
	Copy Cat. Duplicating	12. 00	
	M. Thompson. Photography	212. 00	
	I. Wilson. Carpentry	264. 00	
	J. & M.D. Andrew. Plastering,etc.	264. 00	
	R.T. Houghton. Painting	198. 00	
BY:	REVENUE		2,512. 50
TO:	BALANCE cd. fwd @ 30.6.1978	$4,512. 32	
		$7,496. 75	$7,496. 75

...2

MAJOR COMMITMENTS

Kitchen complex, painting, eqt. etc. say	$2,000. 00
Refurbishing master bedroom, say	3,000. 00
Redecoration boys' bedroom, say	800. 00
Redecoration main hall, vestibule, guests' diningroom, morning room, say	3,500. 00
Remaining work, House Committee report, 1977, say	300. 00
Museum - to complete	200. 00
Reception, 26th July (Opening of Museum) say	800. 00
Contingencies	500. 00
	$11,100. 00

Therefore, the amount required above and beyond current credit balance, to cover known commitments is $6,587.68 which is about ten weeks income at anticipated rate of increment.

A.E. Hobson
SECRETARY/MANAGER
10.7.1978

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 95

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 30.5.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
			$ c	
459/00	209390/00	Salaries and wages. w.e. 2 .5.78 (mtt) Vaucluse House Historic Site		1,4 8. 32
		Public Moneys a/c. Income tax deductions		284 35
461	209391	Franos Trading Coy. Pty. Ltd.		219 00
462	209392	J. & M.D. Andrew Pty. Ltd.		330 00
463	209393	Tanner Middleton Pty. Ltd		262 44
464	209394	Vaucluse Locksmiths Pty. Ltd		15 00
465	209395	F.D. Catt Pty. Ltd.		46 00
466	209396	Caltex Oil Aus. Pty. Ltd.		75 36
467	209397	Copy Cat Printing		31[illegible] 35
468	209398	Campbell Brothers Limited		47 93
469	209399	Copy Cat Printing		22 00
470	209400	Sydney County Council		43 65
471	209401	Hopkins & Whyte Pty. Ltd.		8 00
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED		$ 2,793. 40

Vouchers totalling $ 2,793.40 were recouped on 15/6/[illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 96

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [redacted] IC .

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 30.5.1973, 19__

Voucher No.	Cheque No.	Claimant	Income Tax * $	Income Tax * c	Amount to be recouped $	Amount to be recouped c
472	209402	R.T. Houghton			330	00
473	209403	Ivor Wilson			330	00
474	209404	The Grafton Galleries			40	00
475	209405	Michael Avenell Pty.Ltd			136	30
476	209406	John Dewar & Sons Ltd.			69	05
477	209407	Richard Rowe			256	50
478	209408	Fisher Lucas			1327	60

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION ..

TOTAL TO BE RECOUPED .. .. $ 2489. 45

Vouchers totalling $[redacted] were recouped on [redacted]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 97

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 7.6.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
479/80	209409/10	Vaucluse House Historic Site Salaries and wages. (nett)		1510.	45
		Public Moneys a/c. Income tax deductions		307.	65
481	209411	Petty Cash expenses		44.	25
482	209412	Perfection Plate Pty. Ltd.		140.	88
483	209413	Lane Ltd.		110.	00
484	209414	J. Wilson and Sons. Builders		330.	09
485	209415	J. & M.D. Andrew Pty. Ltd. Plasterers		264.	00
486	209416	Peter J. French. Surveyor		224.	50
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 2931.	82

Vouchers totalling $ [illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

207

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 98

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [redacted]

at Bank of N. S. W. Nuclase (bank and branch)

for the period ended 7.6.1978, 19..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
487	209417	D.F.P. Investments		35.	00
488	209418	Ivor Wilson		335.	40
489	209419	R.T. Houghton		346.	09
490	209420	FX Plastics Pty. Ltd.		230.	52

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. ... $ 947. 01

Vouchers totalling $947.01 were recouped on 14/6/78

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 99

RECOUP SUMMARY

Park code 16

EXPENDITURE FROM ADVANCE A/C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 13.6.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
491/2	209421/2	Vaucluse House Historic Site Salaries and wages. (nett)		1,715.	00
		Public moneys a/c		359.	10
493	209423	Franos Trading Coy. Pty. Ltd		144.	00
494	209424	J.H. Griffin		30.	65
495	209425	Vaucluse Locksmiths Pty. Ltd.		20.	00
496	209426	S.C. McElroy & Sons Pty. Ltd.		78.	60
497	209427	ARC Engineering Pty. Ltd.		89.	40
498	209428	J. Wilson & Sons.		330.	09
499	209429	L.F. Workman Carriers Pty. Ltd.		190.	00
500	209430	Rentokil		660.	00
501	209431	Smith & Lane Pty. Ltd.		32.	96
502	209432	Rover Mowers (Aus.) Pty. Ltd.		16.	87
503	209433	Caltex Oil (Aus) Pty. Limited		75.	36
504	209434	D.H. Cameron & Coy		99.	15
505	209435	Michael Thompson Photography		84.	00
506	209436	Citizen Patrol		20.	00
507	209437	Copy Cat Printing		24.	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		3893. 82 ~~3969. 18~~	

Vouchers totalling $..... were recouped on .....

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 100

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A/C OF [redacted]

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 13.6.1978, 19 ..

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
508	209438	Ivor Wilson		330.	00
509	209439	R.T. Houghton		305.	25
510	209440	Fisher Lucas		122.	17
511	209441	J. & M.D. Andrew Pty. Ltd.		330.	00
512	209442	Copy Cat Printing		12.	00
513	209443	Michael Thompson Photography		80.	50
514	209444	Michael Thompson Photography		130.	50

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ...

TOTAL TO BE RECOUPED .. .. $ 1,310. 42

Vouchers totalling $[redacted] were recouped on [redacted]

Accountant,

per:

ADVICE OF RECOUPMENT

ST 8089–8

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 101

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [illegible]

at [illegible] (bank and branch)

for the period ended 4.6.1976, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
515/6	209445/6	Vaucluse House Historic Site Salaries and wages. nett		1997.	21
		Income tax deductions		467	60
517	209447	Petty cash expenses		47	43
518	209448	Franos Trading Company		73.	00
519	209449	Aus. Gas Light Company		27	53
520	209450	Ralph H. Clark		375.	00
521	209451	Ralph H. Clark		768.	00
522	209452	I. Wilson and Sons		253.	85
523	209453	I. Wilson and Sons		560	00
524	209454	Tanner Middleton Pty. Ltd.		357	42
525	209455	Newports Nurseries		45.	00
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$4972.	04

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 102

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [illegible]

at Bank of N.S.W. Penrith (bank and branch)

for the period ended 20.6.1978, 19

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
526	209456	Ivor Wilson		$ 264. 00
527	209457	J. & M.D. Andrew Pty. Ltd.		264. 00
528	209458	R.T. Houghton		198 00

SPECIAL PURPOSES ACCOUNT
73. 26. 27

TOTAL TAXATION .. ..

TOTAL TO BE RECOUPED .. .. $ 726. 00

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

BT 8038-8

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 103

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF VAUCLUSE HISTORIC SITE

at Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 21.6.1978, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped $	c
529	209459	Vaucluse House Historic Site Salaries and wages: w.e. 21.6.1978		1,455.	47
530	209460	Public moneys a/c. Income tax deductions		271.	35
		TOTAL TAXATION			
		TOTAL TO BE RECOUPED		$ 1,726.	82

Vouchers totalling $[illegible] were recouped on [illegible]

Accountant,

per:

ADVICE OF RECOUPMENT

D. West, Government Printer

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NATIONAL PARKS AND WILDLIFE SERVICE

Summary No. 104

RECOUP SUMMARY

Park code 26

EXPENDITURE FROM ADVANCE A C OF [illegible]

at [illegible] Bank of N.S.W. Vaucluse (bank and branch)

for the period ended 28.6.1978, 19....

Voucher No.	Cheque No.	Claimant	Income Tax *	Amount to be recouped
				$ c
531/2	209461/2	Vaucluse House Historic Site Salaries and wages. w.e. 28.6.78 (nett)		2417. 74
		Public moneys a/c. Income tax deductions		410. 60
		TOTAL TAXATION		
		TOTAL TO BE RECOUPED	$	2,828 34

Vouchers totalling $ 2,828.34 were recouped on 22/6/78

Accountant,

per:

ADVICE OF RECOUPMENT

ST 9050—8

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